


MOORPARK PRESBYTERIAN CHURCH

DIRECTOR OF CHILDREN'S MINISTRY Job Description

Moorpark Presbyterian Church is a family-oriented community with a rich 30+ year history of inviting all people to grow in Christ together. We believe that children, youth and adults must work together in order to fully experience what it means to be followers and disciples of Jesus Christ. We believe the purpose of children's ministry is to help families experience a living relationship with Jesus Christ and understand the Scriptures to grow in Christ together. Our vision is to develop a lifelong journey with families, giving children the opportunity to engage with Scripture on different levels at different points of their lives. We are seeking someone with a passion for building relational connections with children and their parents to develop spiritual depth within children, families, and ultimately, the whole church.

The Children's Director will lead and organize a children's program at MPC focusing on a personal relationship with Jesus and biblical teachings. This is a 30 hour per week position.

MAJOR RESPONSIBILITIES

- Demonstrate the hope and love of Jesus in communicating with children, youth, parents and adult volunteers and staff.
- Oversee organization, administration, and supervision of all aspects of Children's programs in order to provide variety and maintain student engagement.
- Partner with parents in their child's spiritual development, while seeking opportunities for family outreach.
- Discern a curriculum and calendar that leads to foundations in faith for children, youth, and parents which engages faith discussion.
- Develop, coordinate and lead Christian Education programs, classes and activities for elementary age children, including age-appropriate Sunday morning classes, a mid-week program, camp experiences, occasional educational and seasonal activities, and summer Vacation Bible School.
- During Sunday morning worship service(s), prepare and coordinate "Young Disciples Time," arrange age-appropriate classes, and coordinate and oversee the provision of childcare, which also includes special church programs and any other church events where childcare is required.
- Recruit, train and schedule volunteer workers and teachers participating in Children's Education programs.
- Seek opportunities to integrate children in the church family.
- Ensure for a safe and loving environment, ensuring for the safety of both children and volunteers.
- Oversee recruitment, training, and support of Children's Ministry Volunteers, ensuring that all employment forms are completed and background checks are completed and cleared prior to approval to volunteer in Children's Ministry Programs.
- Oversee nursery care program ensuring for appropriate staffing. 

Current Programming Guidelines to include:

- ***Sunday School Classes***
- ***TNT (Tuesday Nights Together) Ages K-5 with encouragement to invite friends outside of MPC***
- ***VBS (Vacation Bible School) For children of MPC and the greater community***
- ***Trunk-or-Treat and Holiday Special Events***

MINOR RESPONSIBILITIES TO INCLUDE

- Lead Children's Ministries meetings with elder and team
- Attend staff meetings
- Plan and oversee activities for children at all-church events such as the Thanksgiving dinner, Easter service, and Christmas Eve and Christmas services.
- Partner with Youth Ministry as a bridge from Children's Ministries

QUALIFICATIONS

- Be a professing, growing and committed Christian.
- Previous paid or volunteer experience in childhood education and/or children's ministries (from preschool to fifth grade) along with some understanding of adolescent culture.
- Demonstrates a personal relationship with Jesus Christ through caring for children, youth and parents.
- Has an understanding of the Bible and Reformed Christian Theology and is confident instructing children, youth, and adults.
- Ability to recruit, train, equip, and motivate coordinators, teachers and other volunteers.
- Excellent written/verbal, administrative, and interpersonal skills.
- Familiarity with Microsoft Office products and Google apps.
- Understands lesson planning and preparation
- Excellent time management skills.

SUPERVISION RECEIVED

The Director will be working under the guidance and direction of the Senior Pastor/Head of Staff and the Chair of the Children's Ministry Team. The Director of Children's Ministries will collaborate with the Director of Family Ministries.

APPLICATION PROCESS

Please email a resume and cover letter to info@MPCLife.org