

Job Description: **Children's Ministry Coordinator**

Job Summary

Plan, administer and coordinate all aspects of the ministry of the Permanent Committee on Discipleship Ministries (CDM) to equip and encourage those who are making disciples among children, especially in the covenant community of the Presbyterian Church in America (PCA). The CDM Children's Ministry (CM) strives to cultivate ministries in the denomination that are Word-based and relationally-driven by connecting leaders to the people and resources they need to make disciples.

Job Responsibilities

Leadership and Teamwork

- Recruit, develop, and coordinate the efforts of a team of collaborative leaders (i.e., the CM Team) to plan and execute the national ministry to children's ministry leaders and volunteers in the PCA.
- Formulate relational networks and facilitate resource sharing between local, regional, and national ministries.
- Serve as an advocate for children and those who serve them, communicating in written and verbal form the vision, purposes, and goals of children's ministry in various forums inside and outside the PCA.
- Serve as a liaison between CDM and the other PCA Committees and Agencies regarding ministry to children throughout the denomination.
- Serve as a liaison between CDM and various ministries to children in local PCA churches and presbyteries, as well as organizations outside the PCA.

Consultation and Training

- Provide advice and support to local churches and to ministry leaders, especially those who minister in the area of children's discipleship. The Children's Coordinator serves as a coach to those who are serving in the local church.
- Oversee the CDM Children's Ministry Certification program. Coordinate with other CDM staff to recruit, train, and support students in the certification program.
- Prepare and conduct seminars (in-person and virtual) to assist local church leaders in training staff and volunteers.
- Participate in long range planning of conferences, resources, and training designed to further the ministry of child discipleship in the Church.

Committee on Discipleship Ministries (CDM)

- Work with CDM staff and various individuals/groups in the Church to identify, plan, develop, assess, and distribute resources and curriculum on discipleship and the spiritual nurture of children. Some resources are published by CDM.
- In order to serve local churches well, the responsibility to consult and train includes travel to various locations in the denomination and sometimes internationally. Ordinarily, the need for travel is cyclical and the length of the trip is 1-3 days.

Administration and Development

- Work with the CDM Coordinator and CDM Business Manager to develop the annual budget for the PCA Children's Ministry.
- Work with the CDM Business Manager and CDM Event Coordinator to develop a budget and registration fee for local, regional, and national conferences and training events.
- Oversee the planning and execution of regional and national events for leaders and volunteers who work in children's ministry. Coordinates with CDM staff on the planning and execution of other CDM projects and events.
- Assist the CDM Coordinator in identifying, recruiting, and developing churches and individuals whom God may use to fund the needs of the ministry.
- Coordinate with the leaders of PCA Committees and Agencies in planning and executing cooperative projects in the area of children's ministry.
- When asked, advise the staff of the PCA Administrative Committee and the members of the local host committee to plan the children's activities of the General Assembly.

Organizational Relationship

- Report to the CDM Coordinator as a senior level ministry program manager.
- Provide regular updates to the CDM Committee on the activities of Children's Ministry.
- Annual review and evaluation with the CDM Coordinator.

Qualifications Desired

- Experiential knowledge of the historic Christian faith, along with a commitment to Reformed Theology (especially Covenant Theology), as defined in the Westminster Standards. Graduate level study in theology is helpful but not required.
- Training and/or degree in the field of education or ministry.
- Membership in good standing with a PCA church, as well as a commitment to the form of church government specified in the *PCA Book of Church Order*.
- Demonstrated ability to plan and direct a ministry program, particularly one designed to disciple children in the local church, along with their parents. The CM Coordinator must have a passion for developing and equipping children and those who serve them.

Committee on Discipleship Ministries (CDM)

- Demonstrated ability to recruit, encourage, motivate, and lead a group of gifted volunteers to develop ideas and strategy for ministry.
- Demonstrated ability to develop relationships with leaders, members, and ministry partners in the Church.
- Demonstrated written and verbal communication skills, including web-based resources and social media.
- Demonstrated ability to work collaboratively in a team-oriented environment.

Salary and Benefits

This position is a full-time position with salary and benefits based on CDM personnel policies.

Priorities of the PCA Ministry to Children

- Cultivate among God's people a commitment to serve in his Kingdom with a passion "to tell to the coming generation the glorious deeds of the LORD" (Ps 78:4).
- Nurture and enhance the network of volunteers who serve the local church, presbytery, and denomination. The Children's Ministry Coordinator is to lead others by coming alongside and help them do the work of ministry.
- Strive to see in the PCA a discipleship culture that is based on God's Word and the nurture of relationships in the covenant community (Word-based, relationally-driven).
- Strive to encourage and equip leaders by connecting them to people and resources to strengthen the discipleship ministry of the local church.
- Connect and support leaders affiliated with other PCA committee and agencies in order to further the global ministry of the denomination.

If you would like to explore further your sense of God's call to this position, please send 1) a cover letter briefly explaining your interest in the position, 2) your resume, 3) a list of 5-7 references, and 4) the completed candidate questionnaire to cdm.opportunities@pcanet.org. In order to make the process more personable, it would be helpful to include a photograph of you (and family if you desire).