

**THE PRESBYTERIAN CHURCH OF PALATINE, IL**  
**Job Description**

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**Job Title:** Children's Ministries Leader  
**Accountable To:** Pastor/Head of Staff  
**Reports To:** Pastor & Personnel Ministry Team  
**Status:** Part-Time, Salary Position, 4-6 hours/wk  
**Location:** Remote & in person on Sundays

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**I. POSITION SUMMARY:**

- To deliver Biblically grounded, spiritually, and educationally enriching guidance, rooted in reformed theology, to children at PCOP aged up to 12 years old with creativity and imagination.

**II. DUTIES AND RESPONSIBILITIES:**

**To manage the overall, year-around children's ministry program:**

- Be present on Sundays and prepare for the children's ministries program.
  - Arrive 30 minutes minimum before worship or program
  - To assist in special events
  - Keep the educational wing and storage closets orderly
  - Maintain an appropriate educational environment for students.
- Build relationships with students and parents.
  - Send birthday cards or emails
  - Follow up with parents if drop in children's attendance
  - Inform parents of special events
- Meet with the Pastor on a quarterly basis
- Provide a written quarterly report to the Session
- Submit information to the monthly newsletter and an annual report.
- Coordinate special events
- Review and recommend curriculums based on narrative lectionary for children of all ages.
- Share ideas and resources with PCOP Staff.
- Maintain a calendar of educational opportunities, events, and meetings.
- Keep current on trends in children's ministries for all levels of children.
- Keep a log of attendance
- Submit voucher for Children's Ministries Assistant.
- Maintain timesheet on a weekly basis
- Organize and lead Vacation Bible School
- Recruit, support, guide, and direct the efforts of volunteers if needed.

**III. QUALIFICATIONS**

- Higher education and training are desirable, particularly if it is in education and/or theology.
- A mature faith and a heart for sharing God's love are required. A willingness to work within the Reformed and Presbyterian theology and traditions is needed.

**People Skills**

- Being friendly, reliable, and trustworthy when interacting with people of all ages is important. One should also have a willingness to help others make the most of their talents and creativity. The ability to keep confidence is essential.

**Background check required**