



PARK RIDGE PRESBYTERIAN CHURCH

SHARING GOD'S LOVE • GROWING IN FAITH • SERVING AS DISCIPLES

Director of Children's Ministry (Birth-5th Grade)

Park Ridge Presbyterian Church (PRPC) is located in Park Ridge, IL with 260+ members with a calling to “Engage and Inspire All People to Share God’s Love, Grow in Faith, and Serve as Disciples.” As part of that calling, PRPC is committed to helping children to share God’s love, grow in faith, and serve as disciples. Our church is also committed to partnering with parents/caregivers in their efforts to deepen a child’s understanding of God’s love, increase their confidence to make wise choices, and help them to treat others the way they would want to be treated. We seek an individual who will direct the infant through 5th-grade ministries and support all-church engagement involving children through congregational life activities. The program currently has approximately 25 students enrolled with an average of 12-17 in attendance on most Sunday mornings.

Job Summary:

The Director of Children’s Ministry is responsible for leading a children’s ministry that is a comprehensive program for infant through 5th-grade students. Responsibilities include spiritual and program leadership and development for PreK-5th grade weekly Sunday School, Christmas pageant, children’s mission projects, and supervision of Sunday Nursery staff and volunteers. Summer Sunday School includes special VBS-styled programming. The congregational life ministries include special holiday events, and other special events.

This position reports to the Senior Pastor

Essential Functions:

- Envision, design, budget, and implement a comprehensive children’s ministry for children birth through 5th grade and their parents/caregivers.
- Provide leadership for children’s spiritual formation and family fellowship.
- Connect with parents for support and involvement within the ministry.
- Recruit, train, supervise, and encourage volunteer leadership and Sunday School teachers.
- Utilize broad knowledge of learning styles and ability to communicate the Christian faith to children through the use of multimedia teaching techniques/curriculum.
- Work cooperatively with church staff and collaboratively with other ministries within the church.
- Manage family communications through all available means, including church website and social media venues.

Minimum Qualifications:

- Bachelor’s degree or related experience.
- Ability to administrate and direct team members and volunteers for children’s ministry.
- Comfortable working within a PC(USA) congregation and in a Reformed theological setting.
- Experience in working with and leading children/youth programs.

Core Competencies:

- Budget planning, management, and time management skills.
- Good written and verbal, listening, and interpersonal skills.
- Good technical skills and proficiency in PC or Apple software applications and communicating with parents and volunteers using email, text, and social media
- Spiritual maturity & biblical knowledge
- Leadership, mentoring, and team building skills.

Terms of Employment:

- Part-time (20 hours per week), salaried, and exempt position with Sunday responsibilities.
- Salary commensurate with education and experience.

Application Process:

- Submission of a resume and brief cover letter.
- Please include a brief statement of faith.
- Submit above material to Rev. Josh Erickson at office@parkridgepresby.org.
- Visit <http://www.parkridgepresby.org/staff> for more information about the PRPC ministry team.
- A more detailed job description is available upon request.