

 <p>Position Job Description PART TIME CHILDREN'S MINISTRY LEADER</p>	<p>Position Title: Part Time Children's Ministry Leader</p> <p>Reports To: Senior Pastor (Primary) Elder of Children's Ministries (Secondary)</p> <p>Effective Date: August 19, 2025</p> <p>Last Updated: January 2026</p> <p>Revision #: 2026.1</p>
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Purpose

The Children's Ministries Director (CMD) is responsible for administering and coordinating programs for children birth to fifth grade in a way that honors God and provides a safe and loving environment. The CMD is responsible for developing programs that bring children to a realization of who Jesus Christ is and help them grow in the knowledge and personal application of God's word.

<p>FLSA Status: Exempt, Salaried, 24 hrs/Wk Hours may be adjusted at discretion of personnel committee and Session depending on annual budget requirements.</p>	<p>Salary Range: \$24/hour Salary may be adjusted at discretion of personnel committee and Session depending on annual budget requirements.</p>
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Direct Reports

Children's Ministry Assistant

Children's Ministry Volunteers

Essential Functions and Responsibilities

Ministry Responsibilities

1. Plan and implement Sunday morning and evening programs, Outreach Programs such as Adventure Week (VBS), camp and other events for children.
2. Recruit volunteers who are responsible Christian adults and/ or youth for Sunday morning programs and Outreach programs
3. Oversee the selection and implementation of the curriculum and materials needed for CM programs.
4. Provide training opportunities such as regularly schedule programs, seminars, conferences and personal interviews that will ensure competent well-equipped staff and encourage spiritual growth.
5. Take part in prayer and scripture reading for spiritual growth as well as other Church activities; (e.g.; Growth Group participation, Seminars, etc...)

6. Spend time (roughly 2 hours of your work week) in engaging children of the broader community and establish a presence at local schools and activities.

Administrative Responsibilities

1. Communicate with church board of elders (Session) through Children's Ministry Elder
2. Manage an annual budget set by Children's Ministry Elder and church board of elders (Session)
3. Prepare an annual calendar of events for Children's Ministry.
4. Prepare an annual curriculum calendar.
5. Participate as a member of the Children's Ministries Team.
6. Provide training for staff regarding emergency procedures; proper safety procedures and ensure volunteers have background checks on file.
7. Participate in weekly staff meetings and other meetings as required for the position.
8. Perform other duties and tasks as requested and assigned by the Senior Pastor.

Qualifications – Education & Experience

1. College-level Early Childhood Education credits or Christian Education degree desired
2. Experience working with children and parents of kindergarten through fifth grade
3. Possess the ability to utilize current media methods such as Web, Facebook and effective use of email.
4. The CMD shall be a Christian and familiar with the "reformed" belief of the Christian faith.
5. Be communicative and flexible and possess a desire for evangelism, a heart for children, and a vision for children's ministries.
6. Be able to motivate and challenge others, be energetic, self-directing and have an encouraging attitude.
7. Possess current CPR training or be willing to be trained.

Working Environment

The majority of the working conditions will be completed on the church campus and does require working on Sundays. There may be some off-site events. Position does require working closely with the Childcare Director and/or the Elder of Children's Ministries. Position may require addressing questions from the personnel committee in terms of goals, objectives and overall job performance.

Approved by:	Date:
Reviewed by:	Date:



Applications can be submitted online at <https://www.sierrapres.com/job-opportunities> or in person at 175 Ridge Road Nevada City, Ca 95959. If you prefer to submit a cover letter & resume via email please send to spcsearch@sierrapres.com.

Contact Info:

Sierra Presbyterian Church, 175 Ridge Rd. Nevada City, Ca 95959
Phone: 530-265-3291
Website: www.sierrapres.com