

<div data-bbox="407 233 699 478" data-label="Image"> </div> <p data-bbox="298 562 812 640" style="text-align: center;">Position Job Description PART TIME CHILDREN'S MINISTRY LEADER</p>	<p data-bbox="935 233 1484 300">Position Title: Part Time Children's Ministry Leader</p> <p data-bbox="935 373 1484 495">Reports To: Senior Pastor (Primary) Elder of Children's Ministries (Secondary)</p> <p data-bbox="935 569 1341 600">Effective Date: August 19, 2025</p> <p data-bbox="935 621 1305 653">Last Updated: January 2026</p> <p data-bbox="935 674 1227 705">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 data-bbox="201 1052 716 1083"><b><u>FLSA Status:</u></b> Exempt, Salaried, 24 hrs/Wk</p> <p data-bbox="201 1104 844 1167">Hours may be adjusted at discretion of personnel committee and Session depending on annual budget requirements.</p>	<p data-bbox="881 1052 1185 1083"><b><u>Salary Range:</u></b> \$24/hour</p> <p data-bbox="881 1104 1528 1167">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:

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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](mailto:spcsearch@sierrapres.com).

**Contact Info:**

Sierra Presbyterian Church, 175 Ridge Rd. Nevada City, Ca 95959

Phone: 530-265-3291

Website: [www.sierrapres.com](http://www.sierrapres.com)