



Poplar Creek Church (PCC) in Bartlett, IL is seeking a **part-time Director of Children's Ministry** to join our team.

Please send cover letter and resume to pastor@poplarcreek.com

Purpose : The Children's Ministry Director is responsible for the discipleship of children ages birth thru 5th grade and to carry out the vision and mission of Poplar Creek Church.

Summary of Duties: The Children's Ministry Director is responsible for providing leadership, direction, support and oversight of the children's ministry and its volunteers.

Desired Qualifications:

- Be a Christian who is in an active and growing personal relationship with Jesus Christ, evidenced by action, attitude and behavior.
- Servant leader with a passion to grow God's Kingdom through PCC's ministries and helping children to develop a personal relationship with God.
- Desire to teach and mentor children with patience and an accepting heart.
- Energetic, warm and demonstrates a willingness to know and love the families of Poplar Creek Church
- Ability to be flexible and think creatively.
- Knowledge of (or willingness to learn) Planning Center Check-Ins, Microsoft Word, PowerPoint, Excel, Social Media, etc.
- Previous experience or background in Children's Ministry or equivalent children's experience.
- Effective communication skills (written, verbal and interpersonal).

Responsibilities:

- Oversee all programming and ministry for children from birth through 5th grade
- Prepare, print, and organize curriculum, crafts, games, etc., for each age level

- Recruit, train, lead, schedule and pray for children's ministry volunteers
- Plan and oversee special events such as VBS and Pumpkin Patch (Fall Festival)
- Be responsible for check-in procedures and tracking weekly attendance.
- Order supplies.
- Promote the health and safety of all children and volunteers and ensure that all volunteers adhere to PCC ministry policies.
- Attend weekly staff meetings
- Communicate consistently and effectively with parents/guardians of the children involved in PCC's Children's Ministry.
- Teach classes as needed.
- Work cooperatively with all staff and volunteers.
- Other duties as assigned.

TIME COMMITMENT

- Approximately 30 hours a month (6-7 hours a week)
 - Number of hours varies by the scheduled events and time of year

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