



## PERSONNEL POSITION DESCRIPTION

### **Children's Director/Minister/Pastor**

#### **Purpose + Function**

Purcellville Baptist Church (PBC) believes within the role and the call of a leader of ministry is to equip the saints for the work of the Lord's ministry in order to build up the body of Christ (Ephesians 4:11-13).

The Children's Director/Minister/Pastor will take ownership of the Elementary Ministry and provide oversight for the Preschool Ministry. The Children's Director/Minister/Pastor will provide direct oversight, administration, and spiritual guidance for the Elementary Ministry (1<sup>st</sup> – 5<sup>th</sup> grades), of Purcellville Baptist Church, under the oversight of the Discipleship Pastor. The Children's Director will provide direction for the Preschool Director and ministry for birth through 5<sup>th</sup> grade.

#### **Personal Characteristics**

- Have a maturing relationship with God.
- Called to minister and teach to the rising generations.
- Shares the vision of Purcellville Baptist Church.
- Committed to spiritual, emotional, and physical health.
- Equips families for discipleship.
- Finds balance between creativity and organization.
- Leans in to work, takes initiative, claims ownership of tasks.
- Trusted by parents within the ministry.
- Invests in volunteers and leaders.

#### **Reporting Relationships**

Reports to the Discipleship Pastor.

#### **Specific Responsibilities**

- Ownership of the Elementary Ministry (birth through 5<sup>th</sup> grade) and provide oversight for the Preschool Ministry
  - a. Overall development of ministry to help children know God, find freedom, discover purpose, and make a difference.
  - b. Recruit and develop a team of volunteers to lead the Elementary ministry during all services on Sunday.
  - c. Implement curriculum that is theologically sound and fits into the church-wide vision.
  - d. Provide ministry to the parents/guardians of the Elementary students as needed and as appropriate.
  - e. Ensure adherence to all child protection policies.
  - f. Ensure facility and equipment is maintained at a high level of safety and cleanliness.
- Support and participate in church-wide events.



- a. Partner with and support church-wide events related to discipleship and family ministry.
  - b. Play a main leadership role in representing the church.
- Attend and participate in staff meetings.
  - All other duties as assigned that further the mission and vision of Purcellville Baptist Church.

### **Education**

- Bachelor's degree. Preference would be in a field of ministry.
- Previous experience in vocational ministry preferred.

### **Qualification + Experience**

- Be a Spirit-led person of prayer committed to moving the Elementary ministry to abundant life in Christ.
- Production of teaching material and curriculum.
- Communication skills in various formats (digital, social media, interpersonal, etc).
- Proficiency in Microsoft Excel, Word, and Power Point.
- Critical Thinking.
- Ability to monitor ministry under guidance of Discipleship Pastor.
- Event coordination/planning.
- Managing of volunteers (coaching, recruiting, training, scheduling, and ministry needs).
- Continual researching of other Ministry programs and spiritual trends.
- Attending and participating in staff meetings.
- Community ministry involvement.

### **Typical Week**

- Department ministry (at least 35 hours per week)
- Staff Meetings (2 hours per week)
- Community Ministry involvement (4 hours per week)

### **Requirements**

- Ability to monitor safety of students while in care to be aware of surroundings and to identify safety issues before and when they occur.
- Ability to respond to emergency situations that may include providing CPR or contacting help.
- Ability to remain stationary for extended periods of time while discipling, teaching, or waiting through a student event.
- Ability to communicate with students and parents.

### **Salary Structure + Benefits**

- Position is exempt for labor management purposes
- Full Time with Benefits



**Application**

If you are interested in being a part of a team that will help create and implement a new curriculum and culture with the PBC Elementary Ministry, please go to [www.purbap.org/employment](http://www.purbap.org/employment) to fill out an application.

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