

Orenco Church

Children's Ministry Director Position Description

About Us:

Orenco Presbyterian Church is a growing, thriving church with deep roots. Founded in Orenco in Hillsboro, Oregon in 1909, we are proud to *joyfully serve Jesus and our community*. Our community continues to grow, with almost 75% of the surrounding population under age 40. There are two elementary schools in Orenco, and Orenco Christian Preschool is a ministry of our church. We also minister to the community's children and youth through an active youth group, a dynamic, large Vacation Bible Xperience (VBX), and other outreach events. We are blessed God has placed us in this neighborhood and seek to follow God's will in ministering to their needs, being of service, and sharing the love of Jesus Christ. Our congregation has added over sixty members since 2014. While we are a mainline church (Presbyterian Church, USA), many of us are not Presbyterian in background and instead focus on *God's love in action* while valuing worship, service, fellowship, hospitality, and the Body of Christ. We seek to continue to live into our vision and mission statements:

Our Vision: We joyfully serve Jesus and our community.

Our Mission: Called to put God's love in action, Orenco Church glorifies Jesus Christ by worshipping God and celebrating Him, sharing His Good News, and caring for the community and beyond.

Duties and Responsibilities:

The weekly time commitment for this position is part-time, twenty hours. Personal time off and vacation time is provided, as stated in personnel policies. Compensation and benefits shall be paid in a manner consistent with the church's approved plan.

The Children's Ministry Director reports to the Associate Pastor and works closely with other staff members, volunteers, and the Student Ministries Elder.

General Responsibilities:

- Direct and oversee Orenco Church's children's ministry, Ignition, providing for children through fifth grade by developing an engaging, relevant, and Christ-centered program for children.
- Foster relationships with the church's children and their families, engaging and involving them in the children's ministry.
- Create opportunities for learning through fun and creativity, igniting kids' interest in Jesus and a place where they want to return each week for fellowship.
- Attend to the children's developmental needs, taking responsibility in teaching and nurturing their desire to be followers of Jesus Christ.
- Actively engage in the life of the congregation through worship and fellowship.



- Oversee the nursery and supervise nursery staff, working closely with the Office Administrator to coordinate scheduling. The Children's Ministry Director is responsible for ensuring the nursery is running smoothly during Sunday services and other activities, assists with finding substitutes as needed, oversees safety and cleaning procedures, and trains nursery staff and volunteers.
- Recruit, direct, encourage, and equip a thriving team of children's ministry volunteers for Sunday mornings and special events.
- Research and coordinate ordering of materials, curriculum and supplies for children's ministry programming on Sundays and for events such as Vacation Bible Xperience (VBX). Participate as part of student ministries team in development of lifelong learning curriculum alongside Associate Pastor and Youth Director.
- With Associate Pastor, manage children's ministry budget and understand and communicate budgetary needs for children's ministry, including Vacation Bible Xperience.
- Work with Office Administrator to oversee database of children and families, VBX registrants, and guests.
- Creatively reach out to the Orenco community families, Orenco Christian Preschool families, and beyond, through advertising and by participating and/or serving in the community.
- Advertise and promote the children's ministry in the weekly bulletin, monthly newsletter, on the website, through social media, and in other creative ways.
- Meet regularly with Associate Pastor and Student Ministries Committee and attend other staff or board meetings, as needed or requested.
- Partner with Youth Director and Orenco Christian Preschool Director as needed, in coordination of events, space, and volunteer management.
- Regularly maintain Ignition Facebook page and Ignition portion of church website; advertise on Orenco Church Facebook page, as needed and requested.

Sunday Mornings:

Children are welcome to attend our worship service, but we also provide ministry opportunities for children infants through fifth grade during our 9:00 and 10:00 hours.

- Coordinate and lead S.P.A.R.K. (Sing, Pray, and Rejoice with Kids) on Sunday mornings. Equip and disciple the children of Orenco Church by strengthening our ministries to them on Sundays and incorporating use of consistent curriculum.
- Teach most Sundays, in order to provide consistency of leadership in the children's ministry, engaging and equipping volunteers for support.
- Develop and maintain a consistent, equipped team of Sunday morning Ignition volunteers.
- Attend worship approximately monthly, equipping volunteers to serve in Ignition in your absence.
- Engage the children in the life of the congregation through worship, service, teaching them to pray and participate, and with pastors, explore new models of involving children in worship.

- Occasionally lead worship as needed or requested (e.g. event announcements, family-oriented Sundays, VBX Sunday).

Seasonal Needs:

- Occasionally there are midweek series offered at Orenco Church (e.g. Alpha, Lenten studies). Alongside the pastors, develop and implement a seasonal midweek ministry for children as needed, designed to provide fun, fellowship, and learning.

Special Events:

- Direct, plan, oversee, and participate in the church's annual Vacation Bible Xperience (VBX). VBX at Orenco Church has been attended by 100-150 children for many years, utilizing approximately 65 adult volunteers. Select curriculum, recruit, train, and equip volunteers, facilitate and direct all aspects of VBX, including its promotion to the church and community, with support of the Associate Pastor and Student Ministries Committee.
- Direct, plan, oversee, and participate in the church's two largest outreach events: the annual Easter Egg Hunt (March or April) and Trunk or Treat (October). These two events provide fun fellowship for the church's children, their friends, Orenco Christian Preschool families, and the community. Engage, recruit, and equip volunteers for these two large events, with support of the Associate Pastor and Student Ministries Committee. Because of our community demographics, attendance at these two events has been up to 1000 community members.

Qualifications:

- Bachelor's degree required; emphasis in Christian ministry or human development preferred. Equivalent ministry experience may be considered.
- A transparent, growing relationship with Jesus Christ and a desire for kids to meet and know Jesus.
- A love and passion for God's Word and for others to grow in knowledge.
- Embraces a relational ministry approach to children's ministry and values building relationships with children and their families.
- A passion and calling to work with children and their parents.
- A passion for the Body of Christ, the Church.
- Demonstrates strong leadership, humility, and the desire to grow professionally and personally.
- Is a self-starter with drive, initiative, and creativity.
- Is a team player, with a positive attitude, able to work with volunteer and paid staff, toward a common vision.
- Demonstrates experience working in a children's ministry role.
- Shows enthusiasm for and effectiveness in outreach.
- Demonstrates experience recruiting and equipping volunteers.
- Demonstrates excellent administration, including organization, communication, and computer skills.
- Strong social media skills preferred.
- Experience in developing, planning, and managing large-scale events preferred.

Orenco Presbyterian Church
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Hillsboro, OR 97124
Tele: 503-640-8179
www.orencochurch.org

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: () _____ E-mail Address: _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? If not, are you authorized to work in the U.S.? YES NO

Do we have your permission to order a background check? YES NO

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Current Certifications (CPR, First Aid, Child Development etc.): _____

Previous Employment

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Responsibilities: _____

Describe a ministry experience that has been both fulfilling and successful.

Looking back over the last year, describe how your relationship with Christ has grown.

What other skills qualify you for this position?

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

This application is to be emailed to the Orenco Presbyterian Church office by April 17, 2020, care of: pastorrachel@orencochurch.org. Questions may be directed to the same email, or to 503-640-8179.