

Sovereign Grace Presbyterian Church (PCA) — Charlotte, NC

Job Title: Director of Children’s Ministry

Job Type: Full Time

ABOUT SOVEREIGN GRACE

Sovereign Grace Presbyterian Church (PCA) is a thriving body of believers in Charlotte, NC. Founded in 1996 and located in the vibrant SouthPark community, Sovereign Grace is a multi-generational congregation with ~175 family units and ~420 total members. For generations to come, Sovereign Grace desires to be a faithful, Christ-centered, Gospel-driven, Spirit-filled, confessional church that makes disciples who glorify God and enjoy Him forever.

Sovereign Grace has one morning worship service and one evening service each week. We gather midweek on Wednesday nights for a fellowship meal and prayer meeting. The pastoral staff includes Rev. Dr. Carlton Wynne (Senior Pastor), Rev. Will Keyton (Assistant Pastor), and Rev. Ricky Johnson (Assistant Pastor of Youth and Families). The session and diaconate are each comprised of 11 officers.

For more information, see sovereigngrace.org.

POSITION OVERVIEW

The Director of the Children’s Ministry is responsible for planning and directing all children’s ministry activities (birth through elementary school) at Sovereign Grace Presbyterian Church in a manner consistent with our biblical and confessional heritage. The church has a responsibility to provide a safe, nurturing environment for the children of members and visitors alike. Through this vital ministry, the church assists parents in raising their covenant children in the nurture and admonition of the Lord. This is a full-time staff position, reporting to the Pastor of Youth and Families. Given the ministry overlap, this position will also work closely with the Pastor of Youth & Families.

RESPONSIBILITIES

| Responsibilities / Areas of Oversight | Specifics |
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| <p>1. Children’s Ministry Activities</p> | <ul style="list-style-type: none"> • Preschool and Elementary Sunday School • Wednesday evening Catechism Class • Annual Vacation Bible School • Memory Program • Approximately one event per month (social/fellowship) |

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| <p>2. General</p> | <ul style="list-style-type: none"> • Pray regularly for Sovereign Grace families and children • Develop a vision for growth of our children's ministry • Choose, coordinate, and implement a God-honoring children's ministry curriculum, subject to Christian Education Committee approval • Lead planning and organization of Communicants Class with support of the Session • Build and maintain healthy relationships with both children and parents at our church • Communicate in a helpful and timely fashion with parents and families about upcoming events • Attend weekly staff and pastoral care meetings, coordinating effectively with pastors and other ministry leaders • Attend Christian Education Committee meetings • Oversee the Children's Ministry budget • Present information about the children's ministry to prospective members as needed |
| <p>3. Operations</p> | <ul style="list-style-type: none"> • Implement teacher training for classroom management and children's engagement • Design and maintain Check-In / Check-Out procedures in accordance with documented church policy • Recruit volunteers and organize volunteer schedules • Purchase supplies as needed |
| <p>4. Child Youth and Protection Policy (CYPP)</p> | <ul style="list-style-type: none"> • Coordinate with the ministry leader overseeing the CYPP program to assist in leading the training and ensuring policy is followed • Process background screenings and check applicant references • Communicate with applicants and follow-up to encourage ministry service • Coordinate and process rescreening |
| <p>5. Nursery Oversight</p> | <ul style="list-style-type: none"> • Direct and support the Nursery Coordinator as she: <ul style="list-style-type: none"> • Ensures nursery policies and procedures are adhered to • Develops a vision for expansion and improvement of nurseries • Implements volunteer training • Maintains nursery handbook |

QUALIFICATIONS

- Specialized proficiency in children's ministry and previous experience preferred.
- Strong organizational and management skills.
- Strong relational and interpersonal skills; able to communicate, coordinate, and cooperate with church families and fellow staff members.
- Commitment to Christ and the Reformed faith as set forth in the Westminster Standards.
- Enjoys and supports Sovereign Grace's traditional, Reformed style of worship.
- Faithful devotion to Sovereign Grace's ordinary means of grace ministry.
- Membership (or willingness to become a church member) at Sovereign Grace.

To apply and view our church profile, visit sovereigngrace.org/careers.