

Position Title: ProvNorth ProvKids Ministry Director

Reports to: ProvNorth Lead Pastor

Effective Date: October 2025

Status: Part-time (25 hours/week)

Position Summary

Lead and grow ProvKids into a thriving, Christ-centered ministry for children from birth through 5th grade. Create a safe, engaging, and gospel-rooted environment where children grow in their faith and knowledge of Jesus. Develop a team of volunteers to disciple kids in the ways of Jesus. Empower parents with Christ-centered messages and practical parenting resources. Work with church staff to foster community across family ministries.

Key Responsibilities

- Build and nurture a relational and engaging children's ministry.
- Align all goals and programs with ProvNorth's mission.
- Recruit, train, and empower volunteer leaders for ProvKids ministry impact.
- Use and implement age-appropriate curriculum (Orange); train volunteers to teach it effectively.
- Encourage and equip parents with Christ-centered messages and parenting resources.
- Develop and manage the ProvKids budget, aligning spending with ministry goals.
- Create a process to welcome new families and connect them to the church.
- Lead children in special Sunday service activities (e.g., singing, dancing, scripture reading, etc.).
- Ensure child safety through training, background checks, and secure check-in systems.
- Meet regularly with the Lead Pastor for feedback and growth.
- Collaborate with the Youth Director to support families with children ages 0–18.
- Coordinate with ProvKids West Chester for consistency, creativity, and impact of ministry and messaging.
- Pursue personal and professional growth to lead a healthy ministry.
- Help with church-wide special events and outreach.
- Attend staff retreats and meetings..

Essential Skills and Experience

- Bachelor's degree and related experience required; degree in education or ministry preferred.
- Children's ministry leadership; director-level experience preferred.
- Clear testimony, ongoing spiritual growth, and an emotionally healthy lifestyle.
- Full agreement with Providence's Doctrinal Summary, Mission, and Vision.
- Excellent communication, leadership, and teamwork skills.

Desirable Gifts, Qualities, Skills

- Spiritual gifts: leadership, encouragement, communication
- Compassionate, relational, approachable, and flexible
- Passionate about Christ and equipping others for Kingdom work
- Team builder and team player