

Orenco Church

Position: Director of Children's Ministry

Status: Part-Time (.25 FTE, 10 hrs/week)

About Us

Who We Are

Founded in 1909, Orenco Presbyterian Church exists to proclaim the Lord Jesus Christ, and joyfully serve Him and our community. Located in Hillsboro, OR – an area where 70% of the population is 40 years of age or younger – we're surrounded by families, elementary schools, high schools and our very own Orenco Christian Preschool. Our vibrant children's and youth programs and events – including our Youth Group and annual Vacation Bible School – aim to share Christ's love with our community, their families and children.

Our Vision

"We strive to 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 our community and beyond."

Youth/Children's Ministry Mission

Support families in nurturing children to know and follow Jesus.

About the Position

Position Purpose

This position leads and coordinates the church's Children's Ministry, nurturing faith in children (preschool through 5th grade) and supporting families as primary spiritual influencers. This includes developing Christ-centered programs, building a strong volunteer team, and fostering a welcoming environment.

Qualifications

A strong candidate for this position will possess:

- Love for and a committed, growing relationship with Jesus Christ.
- Passion for children's spiritual development and the ability to create a safe and nurturing environment to help them grow in their faith.
- Genuine care and love for children.
- A warm, personable, positive, and engaging attitude. A self-starter with drive, initiative and creativity.
- The ability to lead teams and recruit, lead and motivate volunteers effectively.

- Strong communication and listening skills, and the ability to advocate for children and their families' needs.
- The capability to prioritize and designate tasks and other essential time management skills.
- Strong organizational skills and the ability to efficiently manage programs, schedules, resources and events.
- Bachelor's degree (preferably in ministry or education) or equivalent experience in children's ministry.
- Current OR driver's license with excellent driving record and proof of insurance.

Key Responsibilities

Program Leadership:

- Oversee Sunday programming (children through 5th grade) incorporating Bible lessons, prayer, and interactive activities.
- Recruit, train and support volunteers.
- Help support and lead annual events including Vacation Bible School, the Easter Egg Hunt, Trunk or Treat, and more (some which are attended by 100+ children). .
- Coordinate with Orenco Elementary and Orenco Christian Preschool for outreach opportunities.
- Collaborate with other ministry leaders on space, scheduling, and budgets.
- Select and manage curriculum, materials and supplies.
- Help develop children's activities for occasional midweek series events (e.g., Wednesday night Bible Studies and Alpha) alongside the pastor and other staff.

Engagement & Communication:

- Create a welcoming space for families and children.
- Use social media, newsletters, church platforms and other creative ways to communicate our messaging effectively with the community.
- Participate in church life, including engaging children in Sunday worship services.
- Work collaboratively with other staff members by attending meetings, supporting Session decisions and directives, etc.

Administration & Team Support:

- Ensure safety protocols are followed, including compliance with Child Safety Policy.
- Attend staff and Session meetings as requested.
- Maintain relationships with church leadership and report regularly on ministry progress.

Other:

- Maintain strong family and personal worship time.
- Engage in activities related to children's education that promote personal, professional and spiritual growth.

Accountability & Evaluation

This position reports to the Pastor as Head of Staff and is accountable to the Session through the Personnel and Family Ministry Elders. Annual performance review and goal-setting included.

Time & Compensation

Approx. 10 hours/week, including most Sundays. Must be available for Vacation Bible School, Easter Egg Hunt, and Trunk or Treat events. The Session will annually review and ensure adequacy of compensation.

Approved by Session: _____

(Clerk of Session)

Date: _____

Accepted by Employee: _____

Date: _____

August 13, 2025