

Children's Ministry Director

Lower Providence Presbyterian Church, 3050 Ridge Pike, Norristown, PA 19403

Part-time • 20-25 hours per week • \$25–28/hour

Job Summary

Lower Providence Presbyterian Church is a 600-member church located in the suburbs of Philadelphia. Our mission is to be an intergenerational church seeking Jesus together and shining His light from this hill. We aspire to be welcoming to all, growing in our faith, and serving our community. Our staff and volunteers work collaboratively and joyfully towards this mission

LPPC has a long history of healthy and strong children's ministry. Our children's ministry has seen strong growth over the past 8 years. We believe children and youth are not only the future of the church but an essential part of its life today.

LPPC is seeking a collaborative, organized, and energetic Children's Ministry Director to lead faith-based programs for children from birth through fifth grade. This role partners closely with families, volunteers, church staff, and ministry leaders to create safe, welcoming, and engaging opportunities for worship, learning, service, and connection.

Schedule: Sunday mornings, staff/ministry meetings, and seasonal or special events

Work setting: Flexible schedule with some opportunities for remote planning and communication.

Reports to: Pastor or Associate Pastor

Responsibilities

Sunday Morning Programs

Lead Sunday morning faith formation for children from birth through fifth grade by overseeing curriculum, worship activities, family engagement, and attendance, as well as volunteer recruitment, training, scheduling, and support.

Additional Programming

Facilitate Vacation Bible School, monthly fellowship programs for fourth- and fifth-graders, major children's worship events, and meaningful opportunities for children and families to engage in intergenerational retreats and service projects.

Administration

Execute administrative tasks, which include maintaining volunteer clearances and confidential records, managing schedules, registrations, and supplies, supporting budget processes, collaborating with staff teams, and arranging childcare as needed

Qualifications

- Commitment to nurturing children's faith and supporting families.
- Experience in children's ministry, education, youth programming, or a related community setting.
- Strong volunteer leadership, organization, planning, and communication skills.
- Ability to manage multiple programs and seasonal events with close attention to detail.
- Collaborative approach to working with staff, ministry leaders, parents, and volunteers.
- Sound judgment in handling confidential child and family information.
- Ability to satisfy all required background-check, clearance, and child-safety requirements.

Schedule

Regular Sunday morning availability is required, along with participation in scheduled staff and ministry-team meetings. Flexibility is needed to accommodate seasonal programs, special worship services, retreats, service projects, and community events.

Background Checks and Child Safety

LPPC is committed to providing a safe environment for children. The selected candidate must follow all church policies and complete all required clearances, screenings, and annual policy acknowledgments.

How to Apply

Submit a résumé and brief cover letter describing your interest in the role and relevant experience to the LPPC church office. Email: [office @lppcmin.org](mailto:office@lppcmin.org)

Start date: Position available immediately.