

POSTING

TITLE: Children's Ministry Coordinator

Updated: 2/27/2018

FLSA: Nonexempt

Supervisor: Associate Pastor

Grace Presbyterian Church is looking for an energetic, creative team member to provide program coordination for Grace Presbyterian children and their families. The Children's Ministry Coordinator will facilitate faith education and spiritual development, fellowship and connection, involvement in intergenerational ministry and wider-church ministries, and will engage families in service and mission in the world. The successful candidate must relate well with children, parents, and volunteers, have an energetic and friendly personality, and hold Presbyterian-compatible beliefs and values. This candidate will work closely with the pastors, the Children's Ministry Elder and the Children's Ministry Committee. This is a nonexempt, part-time job of 20 hours per week average, including Sundays.

Essential Duties/Responsibilities

The following duties are to be executed under the direction of the Pastors and in conjunction with the guidance, vision and objectives of the Session and Children's Ministry Committee, and in weekly coordination with the Children's Ministry Elder.

- Coordinate programs for children and their families from nursery through 5th grade – Sunday morning programs, monthly events, as well as other appropriate events throughout the year, providing input into the program, directly interacting with children, parents, volunteers, and classrooms in all programs weekly.
- Provide monthly reports to the Children's Ministry Committee
- Recruit volunteers for programs, primarily Sunday morning Sunday School and monthly events
- Provide volunteer training – individuals, groups, workshops, and online webinars and/or videos – as regularly scheduled by the Children's Ministry Committee.
- Recommend teaching materials and curricula to the Children's Ministry Committee, and supervise distribution to teachers and volunteers.
- Manage supplies, materials and resources needed for programs
- Prepare incoming Pre-K children and parents to transition into Children's Ministry program, and 5th grade students and their parents to transition to Middle School program
- Manage quality communication for children, parents, volunteers, the congregation, and the community
- Coordinate Vacation Bible School, and other outreach programs, with a primary goal of recruiting new children and families to Grace.
- Provide the Children's Ministry Elder with input as to budgetary needs and expenses as required
- Implement safety, security, and liability policies ensuring that volunteers are properly screened and that children are provided safe, supervised programs, events, and space, and help maintain database of contact information for children, families, and volunteers
- Attend regularly scheduled Staff Meetings and Children's Ministry Committee meetings
- Keep the Senior and Associate Pastors, Children's Ministry Elder, and other appropriate leaders and volunteers informed of ministry activities through weekly reports
- Meet regularly with the Associate Pastor for supervision, evaluation, and training
- Meet regularly with the Children's Ministry elder for guidance and coordination
- Provide creative opportunities for families and children to develop relationship with one another and for mentoring relationships to take place
- Involve the children in building relationships with and serving in the ministries and life of the congregation.
- Schedule nursery care staff for worship and other ministry programs
- Other duties as assigned

Knowledge, Skills and Abilities Required

- Must relate well with children, parents, and volunteers
- Energetic and creative personality
- Presbyterian theology and values
- Ability to work as a member of a professional team in ministry
- Must be able to coordinate a variety of Christian education and faith development activities
- Ability to lift 50 lbs and stand for 4 to 5 hours at a time

Education and/or Experience:

- Training and experience related to ministry with children and youth – such as church ministry, education, psychology, etc.

- Disclaimer-

The above statements are neither intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be a listing of all of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job. This job description is not a contract of employment, either express or implied. Employment with Grace Presbyterian Church will be voluntarily entered into and your employment is considered at will. Grace Presbyterian Church reserves the right to alter the job description at any time without notice.

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