

## CHILDRENS MINISTRY COORDINATOR

### **Main Purpose:**

To Glorify God through the ministry to children of First Presbyterian Church. To that end:

1. Plan, Staff, supply, and evaluate the children's programs birth through fifth grade;
2. Plan, staff and evaluate other all year and summer-only educational ministries for children, youth, and families;
3. Empower and equip volunteers to assist in all programs related to children's ministry, including the assessment and planning of teacher training needs;
4. Build relationships with parents, students, and staff;
5. Part Time, 10 months plus vacation Bible school; approximately 15 hours per week; hours flexible as needed for the time of year and seasonal demands.
6. Non-exempt

### **Main Responsibilities:**

1. Discern how God's Spirit is at work in the area of children's ministry at FPC;
2. Research ideas and current trends for possible additions to children's ministry (including attendance at relevant training workshops in the area of children's ministry);
3. Coordinate Sunday School program, Wee worship, Kids Konnection, and Vacation Bible School, and Cradle Roll and promote and encourage camp participation;
4. Recruit Sunday School teachers and prepare curriculum resources as needed;
5. Purchase supplies and curriculum resources to support and enhance children's ministry;
6. Attend scheduled church staff and Children, Youth, and Family committee meetings;
7. Maintain children's attendance figures and convey the information to the Administrative Assistant;
8. Assist Children, Youth and Family elder and committee in preparing an annual report and budget request and subsequently monitoring the budget throughout the year;
9. Maintain church school calendar in relation to master church calendar; and
10. Provide leadership to volunteers in the program.

### **Qualifications (Knowledge/Skills/Experience):**

1. Demonstrates effective organizational and communication skills.
2. Teaching experience in Christian Education in Reformed tradition desirable.
3. Bachelor's Degree/Associated Degree desired, with an education emphasis or equivalent work experience.

### **Personal Abilities:**

1. Dedicated follower of Jesus Christ;
2. Ability to work as a team player; and
3. Good communication skills with children and adults.

**Relationships:**

The Children's Ministry Coordinator works with the Pastor, staff, Children, Youth and Family Committee, students, parents and volunteers.

**Accountability:**

The Children's Ministry Coordinator is responsible to the Children, Youth, and Family Committee and the Session through the supervision of the pastor.

**Performance Review:** Conducted by the Personnel Committee and the Pastor.

Date Approved: May 2016.