

Christ Presbyterian Church

Position Description

Position Title: Children's Ministry Coordinator

Last Revised: August 2021

Accountability and Relationships: Reports to Director of Family Ministries. Partners with and supports staff & commission chairs. Supervises Nursery staff. Position is supported by the Christian Formation Committee.

Purpose: The Children's Ministry Coordinator is tasked with creating welcoming, inclusive, and safe environments for newborns-5th graders to explore faith and make meaningful connections in the church.

Position: This is a part time position at 20 hours/week, \$20/hour.

As Children's Ministry Coordinator, this staff person will be given practical flexibilities in addressing the following areas:

Programs and Relationships

- Works to develop good relationships with the children, caregivers, families, and volunteers.
- Oversees implementation of meaningful programs including weekly Sunday School, annual Vacation Bible School, seasonal Lenten/Advent Vespers, etc.
- Seeks to prioritize an inclusive and multiracial approach to discipleship which aligns with the mission and vision of Christ Presbyterian Church.
- Works in collaboration with the Director of Family Ministries on handoff and joint youth & children' programs.
- Oversees appropriate safety and risk management policies and practices.
- Works with other committees as appropriate to ensure safe, clean, and age-appropriate program spaces.
- Helps to implement and emphasize identified Family Ministry Milestones in coordination with the Director of Family Ministries.

Committees and Volunteers

- Leads the Children's Ministry Committee in establishing vision, goals, action steps, curriculum, calendar, and metrics.
- Works in collaboration with Youth and Adult Formation Committees in areas of ministry intersection.
- Recruits, develops, and expresses appreciation of Children's Ministry volunteers.
- Oversees and implements appropriate Safe Ministry guidelines in accordance with best practices and current PCUSA policy.

Curriculum and Resources

- Leads effort with the Children's Formation Committee to select and evaluate curriculum. Presents to Session for approval annually.
- Implements curriculum through program volunteers.
- Provides resources for families to promote discipleship of children in the home.
- Oversees inventory and purchasing of necessary supplies, materials, and equipment.

Nursery

- Supervises nursery staff & volunteers.
- In partnership with the Personnel Committee and Director of Family Ministries, oversees the hiring of nursery workers.
- Oversees scheduling of nursery staff for Sundays and other church events.

Communication

- Communicates with caregivers, families, and volunteers on a regular basis.
- Communicates with the church (announcements, Tidings articles, annual report) on a regular basis.

Staff and Administration

- Serves as a member of the Christ Presbyterian Church staff team and attends weekly staff meetings.
- Participates in worship at the direction of the Senior Pastor and Director of Family Ministries, including Children's Sermon in worship services.
- Manages Children's Ministry budget.
- Reports metrics on request.
- Meets with supervisor regularly.
- Participates in annual performance review.
- Participates in staff development and training opportunities, as agreed upon with supervisor.

General

- Other related duties as assigned by supervisor.