

First Presbyterian Church Ministry Position Description

POSITION TITLE: Children's Ministry Coordinator
SUPERVISOR: Director of Family & Children's Ministries
SESSION OVERSIGHT: "Bless the Children" Committee
POSITION STATUS: Part-time; Salaried
FLSA STATUS: Non-Exempt
PREPARED DATE: March 3, 2016
APPROVED BY:
APPROVED DATE:

VISION: I acknowledge that I am part of a team at First Presbyterian Church that is Seeking Christ and Sharing His Love. I am an integral part of how that vision is projected through my attitude, my service and my daily tasks, I commit to maintain & live by the staff covenant.

JOB SUMMARY: Working with the Director of Family & Children's Ministries, this part-time position includes all aspects of coordinating a thriving children's ministry that reflects the mission statement of Seeking Christ and Sharing His Love. The Children's Ministry Coordinator must demonstrate a relationship with Christ in his or her personal spiritual life, including regular corporate worship with our congregation and service to Christ.

QUALITIES OF OUR CHILDREN'S MINISTRY COORDINATOR

- Strong Christian with a passion for Christ
- Ability to recruit and manage volunteers and paid nursery staff
- Energetic passion for children
- Leader of creative Christ-centered children's ministry
- Team builder and team player

ESSENTIAL JOB DUTIES

Children's Ministry Duties (60%)

- Work with children's ministry staff to coordinate Sunday school schedule, teachers and substitutes for Sunday mornings
- Review and collect Covenants & Background check and update background checks
- Communicate with teachers regarding class needs and/or class issues (child behavior, material quality, etc)
- Prepare and maintain Sunday school classrooms with supplies, snacks, and updated curriculum
- Assist with children's ministry events such as Inside Out, VBS, Christmas Pageant, Harvest Party, and seasonal/periodical events
- Make, copy, and assemble materials for Sunday morning Worship Packets

Childcare Duties (25%)

- Locate potential candidates for nursery staff and work with children's ministry staff in the interview process
- Manage new-hire packets, paperwork, and background check forms
- Train nursery staff on child protection policy and give them a copy; Check-in station stickers; emergency procedures; accident reports; etc
- Prepare monthly calendar with all events that need childcare
- Schedule nursery workers and notify them 5 days+ in advance of their shifts
- Be on site to supervise major events requiring childcare
- Be available and respond to emergency situations, sicknesses, injuries, etc.
- Manage timesheets and turn them into Director of Family & Children's Ministries each pay period

Sunday Morning Duties (15%)

- Unlock classrooms and volunteer room and provide snacks
- Manage check-in computers
- Greet families and welcome children to their Sunday school classrooms
- Check in with each Sunday school teacher
- Help in Sunday school classrooms when needed
- Manage and check on nursery staff

Professional Development

- The ability to become CPR certified.

QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITIES

- Excellent interpersonal, communication, and organizational skills.
- Administrative experience in a church or business environment.
- Working knowledge commonly used computer software including e-mail, word processing and other business programs. Ability to learn and utilize church applications including check-in software.
- Ability to maintain confidentiality
- BA/BS preferred but minimum education equivalent to high school graduation required.