

MYERS PARK PRESBYTERIAN CHURCH

JOB DESCRIPTION

CHILDREN'S MINISTRY COORDINATOR – SUNDAY SCHOOL & YOUNG CHILDREN

Department:	Children and Their Families
Reports To:	Associate Pastor for Children and Their Families
FLSA Status:	Salaried, Non-Exempt/ 20 hours per week
Revised Date:	March 2019
Funding Source:	General Fund

POSITION SUMMARY:

This position implements programs designed for Children and Their Families Ministry that will enable children to grow and develop as disciples of Jesus Christ.

QUALIFICATIONS:

Bachelor's degree in related field along with relevant church experience involving children, or the equivalent combination of education and experience; some training in Christian education is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works collegially with other Children's Ministry staff to provide a vibrant ministry to and with children and their families.
- Plans, administrates, and resources Sunday morning activities, mid-week activities, Vacation Bible School and other programs for children and families, with primary responsibility for the ministries of Sunday School, Seasonal Faith Formation and Fellowship, and Young Children.
- Coordinates Sunday School for children ages 3 through 5th grade, including teacher discernment, curriculum and supplementary resources, and training for volunteer staff.
- Coordinates seasonal faith formation and fellowship opportunities for families during Advent/Christmas, Lent/Easter and Summer, including events at the church, and resources for the home.
- Serves as the staff resource for ministry teams and ministry related to very young children including childcare, new babies, and young families with children.
- Prepares children's worship bag materials and coordinates volunteers as needed to maintain them. Delivers and returns them each Sunday to and from worship spaces.
- Serves as supervisor for the Childcare Coordinator.
- Is present and visible on children's Sunday School hallways greeting families, assisting teachers, and maintaining an effective learning environment for young children.
- Keeps relevant supply cabinets, closets, resource rooms, and classroom supplies stocked and organized.
- Other duties as assigned by the Associate Pastor for Children and Their Families.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Display respect for the knowledge and understanding required to work with the complexities of ministry in a large church.
- Demonstrate administrative and organizational skills.
- Ability to handle multiple tasks and assignments at one time.
- Ability to work both independently and collaboratively within a team to assess needs and produce results.
- Ability to establish and maintain positive working relationships.

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- Ability to effectively communicate through verbal, written, or electronic means.
- Maintain an understanding of activities and programs that will attract and retain children and their families.
- Ability to plan, organize, and coordinate the work of teachers, church members, and parents.
- Ability to recognize potential disciplinary, safety, and security issues and communicate them to pastoral staff in a timely, diplomatic, and fair manner.
- Ability to maintain confidentiality.
- Demonstrate a noticeable amount of maturity, high energy, and enthusiasm that fosters an ability to relate to those served (children, volunteers and families) and create a sense of “spirit” of common purpose.
- Ability to anticipate and solve problems.
- Ability to use Microsoft Office and the internet.

PHYSICAL AND MENTAL REQUIREMENTS:

- The employee is required to be mobile throughout the building and at off-site functions.
- The employee is required to lift or move up to twenty pounds

WORK ENVIRONMENT:

- The noise level in the work environment is moderate.