

Job Description: Children's Ministry Coordinator Position

Title: Children's Ministry Coordinator

Reports To: Pastor/ Head of Staff

Proposed Start Date: May 1, 2025

Job Summary: The Children's Ministry Coordinator is responsible for supporting and enhancing the spiritual growth of children through the planning, development, and execution of Vacation Bible School (VBS), Sunday School, and Wednesday Night Programming. This role requires a passion for children's ministry, creativity in program development, and strong organizational skills to ensure a safe, nurturing, and engaging environment for children to learn about God's love.

I. Key Responsibilities:

1. Vacation Bible School (VBS):

- Assist the Discipleship Committee in planning, organizing, and executing an annual Vacation Bible School program.
- Develop and manage the VBS budget, materials, and resources.

2. Sunday School:

- Oversee the Sunday School program for children, ensuring a consistent and high-quality curriculum.
- Recruit, train, and support Sunday School teachers and volunteers.
- Develop lesson plans and educational materials that are engaging and biblically sound.
- Monitor attendance and maintain records of children's progress and participation.
- Facilitate communication with parents regarding their children's involvement and spiritual development.

3. Sunday Morning Children's Church:

- Recruit volunteers to assist in supervision and programming.
- Plan and implement age-appropriate programs (ages 3-5) for Children's Church.

4. Wednesday Night Programming:

- Plan and implement weekly Wednesday night programs that foster fellowship, learning, and spiritual growth.
- Ensure the program is inclusive, welcoming, and supportive of all children.
- Collaborate with other ministry leaders to integrate Wednesday night activities with broader church initiatives.

5. Administrative Duties:

- Manage the children's ministry budget in consultation with church leadership.
- Maintain records of children's ministry activities, including attendance, events, and programs.
- Regularly report to the Pastor and Church Session on the progress of needs of the children's ministry.
- Attend weekly staff meetings.

6. General Responsibilities:

- Maintain a safe and welcoming environment for all children's ministry activities. Communicate regularly with parents, volunteers, and church leadership regarding ministry events and needs.
- Stay informed about current trends and resources in children's ministry to continually improve program quality.
- Adhere to the church's policies, procedures, and code of conduct, ensuring all activities comply with child protection guidelines.
- Work directly with the Discipleship committee and other committees as needed of the church.

7. Supervision:

- Staff nursery and ensure childcare for Sunday mornings, Wednesday nights, committee meetings, and special events.

II. Qualifications:

- A deep, active faith in Jesus Christ, with a passion for nurturing the spiritual growth of children within the church community.
- A strong commitment to prayer, both personally and within children's ministry settings, teaching children to develop their own prayer habits.
- Previous experience in a children's ministry or a related field.
- Demonstrated commitment to personal Bible study and the ability to guide children in understanding and applying Scripture.
- Strong organizational, leadership, and interpersonal skills.
- Ability to work collaboratively with staff, volunteers, and parents.
- Excellent communication skills, both written and verbal.
- Creativity and enthusiasm for developing engaging and impactful programs.
- Basic understanding of child development and educational principles.
- Ability to pass a background check and adhere to child protection policies.

III. Working Conditions:

- This is a part-time position requiring approximately 25 hours per week, paid between \$2,500 and \$3,000 monthly, with no employee benefits.
- Must be available to work on Sundays, Wednesdays, and during special events such as VBS.
- Occasional evening and weekend work may be required to support ministry activities.

IV. Application Process: Interested candidates should submit a resume and cover letter detailing their qualifications and experience relevant to this position. Applications can be sent to Leigh Jones, leigh@leisureleightravel.com.

Job description approved by Session – October 15, 2024.