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Coordinator for Children's Ministry Fort Hill Presbyterian Church



The Children's Ministry of Fort Hill Presbyterian Church is for children to have fun learning about Jesus, exploring their faith in God, creating lasting friendships, and making the world better.

RESPONSIBILITIES AND ROLE

Leadership

- Serve as staff resource to the Children's Ministry Team as a coach to call and equip volunteers for effective planning, vision, mission, and goal-setting.
- Serve as Children's ministry staff resource to the Discipleship Ministry to coordinate planning and visioning cross-generationally.
- Coordinate children's Sunday morning faith formation, provide teachers with necessary resources, including curriculum, materials and training.
- Coordinate Wonders of Worship (WOW) for first and second graders.
- Coordinate and oversee implementation of Wee Kirk for during the 10:45 AM worship service.
- With Children's Ministry Team plan and implement fellowship and mission opportunities for children and their families outside of Sunday mornings.
- Consult calendar with Worship/Music Ministry regarding Children's Choir, Angel Vespers, and the children's musical.
- Work with the Volunteer Nursery Coordinator to develop nurseries for Sunday mornings.
- Plan with others to organize Vacation Bible School (VBS) and continue to foster ecumenical relationships.
- Incorporate mission as an integral part of all children's ministry events.
- Print and provide signed birthday cards to be sent to children 1 year-old through completion of their fifth grade year.
- Serve as staff liaison with the Fort Hill Preschool and lead chapel twice a week.
- As able, connect children to the opportunities of the larger church: fellowship, mission, study, and worship.
- Participate in worship, and lead the Story for All Children on a regular basis.
- Attend weekly church staff meetings to coordinate with other program and support staff.
- To be a faithful leader in the church, tend to one's personal spiritual nurture in order to continue to grow in faith and discipleship.

Administration

- Ensure Child Protection Policy procedures are followed and leaders are trained.
- Communicate in a timely and effective manner via social media, email, newsletter, bulletin, website, and Weekly Updates.

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- Oversee paid Nursery Staff on Sunday mornings 8:15-11:45 AM and other times, as needed.
- Work with Discipleship Ministry to establish and manage Children's Ministry budget.
- Assist the Children's Ministry Team with recruitment of leadership.

RELATIONSHIPS

- Staff resource responsibility to Children's Ministry Team and Discipleship Ministry and through them to Session.
- Supervised by Associate Pastor for Discipleship
- Coordinate with staff team
- Build relationships with children and their families

BENEFITS

- Weekly commitment: Part-time, one-half time
- Worker's compensation and Social Security paid in standard fashion
- 10 days of vacation, including 4 Sundays off annually; and staff holidays
- 5 days for continuing education annually, including 2 Sundays away
- Reimbursable Professional Expenses and Continuing Education stipend: \$1,000

(This position description is based on a 19 hour work week.)

QUALIFICATIONS

Required

- Exhibit a maturing relationship with Christ and possess sound biblical knowledge and open to an understanding of theology consistent with the Reformed tradition of the Presbyterian Church (USA)
- Enjoy working with children and be enthusiastic about helping our children and families grow in the knowledge of Christ
- Have a genuine love for children and a desire to share in their lives
- Have the ability to articulate the importance of Children's ministry and exhibit a willingness to build and nurture meaningful relationships within the congregation
- Exercise initiative and judgment as an independent worker
- Possess organizational and administrative abilities and effective written and verbal communication skills, including current technologies with parents and children
- Hold a college degree
- Have work and/or volunteer experience in working with young children and their parents in a Christian setting

To apply, send resume and three references to Nina Moede at childcoord.search@forthillchurch.org by June 6, 2018.