

## **Interim Coordinator for Children & Family Ministries**

### Fort Hill Presbyterian Church

The Interim Coordinator for Children & Family Ministries will provide leadership for the Children's and Family Ministries by nurturing children from birth to fifth grade and their families in the love and grace of Jesus Christ. The ministry priority is to develop Christian relationships throughout the congregation that help children and families grow in faith.

#### **RESPONSIBILITIES AND ROLE**

##### **Coordination**

- Serve as staff resource to the Children and Family Ministries Team:
  - Assist and advise CFMT in effective planning, vision, mission, and goal setting.
  - Train CFMT and together call and equip a variety of adult volunteers (parents and other adults) and coordinate and oversee volunteers in the implementation of the following programs:
    - Sunday morning faith formation--Kid's Club for preschool and elementary children.
    - Wee Kirk during worship service for three-year old—first grade children.
    - Wonders of Worship (WOW) for second and third graders.
    - Wednesdays @ The Fort for preschool and elementary children.
    - Vacation Bible School.
  - Equip CFMT leader(s) to provide the following:
    - Fellowship events (Trunk or Treat, Movie Nights, Bowling ...).
    - Mission service opportunities (Gift Day, Caroling ...).
    - Family gatherings.
    - Vacation Bible School.
  - Equip CFMT in curriculum evaluation and together determine a variety of Reformed and age-appropriate curricula to use within the ministry.
  - Together develop and manage an annual budget for Children and Family Ministries to submit to the Discipleship Ministry and Session for approval.
  - Together develop an annual calendar of events of Children and Family Ministries to promote to the Discipleship Ministry, the Session, and the congregation.
- Train and equip volunteers to serve in a variety of roles such as, teachers and leaders, providing them with curriculum, necessary resources, and materials.
- Work with the Nursery Coordinator to schedule Childcare Workers and volunteers for nurseries for church ministries, especially on Sundays and Wednesdays and other times as needed.
- Serve as staff resource for Children and Family Ministries to the Discipleship Ministry to coordinate visioning and planning cross-generationally.
- Coordinate with Worship/Music Ministry staff regarding calendar for Children's Choirs, Angel Vespers, and the children's musical.
- Meet and coordinate with the Associate Pastor for Discipleship and the Associate Pastor for Youth and Mission to collaborate on programming throughout the year.

## **Leadership**

- Build relationships with all children and their families, especially welcoming and visiting new children and their families.
- Lead the Story for All Children in corporate worship on a regular basis with the pastors.
- Communicate with families and the congregation in a timely and effective manner via social media, email, newsletter, bulletin, website, and Weekly Updates.
- Meet twice a month with Associate Pastor for Discipleship as supervisor to review schedule and budget, leadership development, and programs; to share joys and concerns; and to pray for the children, their families, and the ministry.
- Serve as staff liaison with Fort Hill Preschool Director, attend Preschool Board Meetings (ex-officio), and schedule chapel rotation with pastors.
- Foster ecumenical relationships as appropriate (Trunk or Treat, Vacation Bible School ...).
- Attend weekly church staff meetings to schedule, promote, and build community support for Children and Family Ministries with other program and support staff.
- Participate fully in corporate worship and tend to one's own personal spiritual nurture to continue growing in faithful leadership as a disciple of Jesus Christ.

## **Administration**

- Ensure SAFE PLACE Policy and Procedures are followed and offer seasonal training sessions as needed for volunteers and Childcare Workers.
- Recruit, interview, train and supervise paid Childcare Workers.
- Communicate in a timely and effective manner via social media, email, newsletter, bulletin, website, and Weekly Updates.
- Manage purchasing for Children and Family Ministries in accordance with the budget established by CFMT and by submitting appropriate documentation to the Church Administrator in a timely manner.

## **RELATIONSHIPS**

- Staff resource responsibility to Children and Family Ministries Team and Discipleship Ministry and through them to Session.
- Collaborate with the Associate Pastor for Youth and Mission and the Associate Pastor for Discipleship
- Supervised by the Associate Pastor for Discipleship
- Coordinate with church staff, including the Preschool Director
- Build relationships with children and their families, including office hours to support them

## **BENEFITS**

- Weekly commitment: 25-hour work week, maintaining office hours scheduled in consultation with supervisor
- Worker's compensation and Social Security paid in standard fashion
- 10 days of vacation, including 4 Sundays off annually; and staff holidays, coordinated with the Associate Pastor for Discipleship
- 5 days for continuing education annually, including 1 Sunday away, coordinated with the Associate Pastor for Discipleship
- Reimbursable Professional Expenses and Continuing Education stipend: \$1,000

## **REQUIRED QUALIFICATIONS**

The ideal candidate will

- Exhibit a maturing relationship with Christ and possess sound biblical knowledge and be open to an understanding of theology consistent with the Reformed tradition of the Presbyterian Church (USA).
- Enjoy working with children and be energetic and enthusiastic about helping our children and their families grow in the knowledge and love of Christ.
- Express a genuine love for children and a desire to share in their lives.
- Articulate the importance of Children and Family Ministries 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 families of children
- Hold a college degree.
- Have work and/or volunteer experience in working with young children and their families in a Christian setting.

To apply, send resume and three references to [childcoord.search@forthillchurch.org](mailto:childcoord.search@forthillchurch.org). Review of applications will begin April 15, 2022.