

First & Calvary Presbyterian Church

Children's Ministry Coordinator Position Description

OVERVIEW

The Children's Ministry Coordinator will help fulfill First & Calvary's mission to make disciples by coming alongside families in raising children with lifelong faith in Jesus.

QUALIFICATIONS

Candidates for the Children's Ministry Coordinator position are experienced ministry leaders who are passionate about Christ and excited to disciple and lead children. Other qualifications include:

- a growing and deepening faith in Jesus Christ
- a heart for ministering to children and families
- ability to understand and relate to children and their families
- a commitment to team ministry
- strong communication, interpersonal, and administrative skills
- a self-starter who welcomes a challenge
- experience planning events and activities
- experience recruiting, equipping ministry team volunteers
- a high school graduate with a minimum of some college course work completed
- a willingness to embrace our denomination's *Constitution*, including our *Essential Tenets*, *Polity*, and *Rules of Discipline* (our denomination is ECO, the Covenant Order of Evangelical Presbyterians)

RESPONSIBILITIES

Primary responsibilities will revolve around leading children's ministry to include:

- oversee and work alongside lay leaders to assist with the spiritual formation of children from birth through fifth grade
- provide administrative leadership and strategic planning for the Children's Ministry
- participating and coordinating Sunday morning children's programming, childcare, special events, and service projects
- integrate children into the life of the church
- attend Children's Ministry team meetings and help prepare the agenda alongside the committee chairperson
- schedule children's messages in the worship service
- communicate with families to inform them what their children are learning and to share ministry events and happenings
- lead, recruit, and schedule a team of children's ministry volunteers and childcare staff
- complete other duties as assigned

TERMS OF EMPLOYMENT

This is a part-time (15-20 hours/week), hourly position. The Children's Ministry Coordinator supervises the childcare staff and reports to the Associate Pastor.

CONTACT: Rev. Jamie Swope at j.swope@firstandcalvary.org