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**Job Description: Children’s Ministry Coordinator**

**Job Summary:**

* Lead Families and Children to a more fulfilling relationship with Christ, creating more disciples and greater engagement of families in the mission of the church
* Lead families and volunteers to show their passion for Christ in working with children and the community outside of the church

The Children and Families Ministry Coordinator reports directly to the Senior Pastor.

**Essential Functions:**

A. Oversees Children’s Discipleship Programs

1. Oversees Sunday School Team
   1. Recruits teachers to share in responsibilities of teaching children
   2. Helps Sunday school team with:
      1. Beginning of the year paperwork and calendar
      2. Holding/calling meetings
      3. Choosing Curriculum
      4. Restocking supplies or purchasing unusual items for lessons
   3. Assures safety training for all teachers and staff
   4. Informs teachers and parents about Sunday School Events, Singing Mornings and Sunday School Mission Offering
   5. Occasionally, writes a Sunday school Update
   6. Coordinates Mission opportunities for kids/families to participate in
   7. Steps in as a substitute teacher or administrator, if needed
   8. Greets families of Sunday School students
   9. Addresses problems and concerns of Parents and Teachers as they arise (i.e. monitoring disruptive children or addressing allergy concerns)
   10. Keeps up to date with Sunday school attendance, responding to students and families with missed attendance
   11. Upkeep of materials in classroom A, two metal cabinets and Christmas Program closet
   12. Assists with the Christmas Program, arranging, communicating and providing assistance during performance and rehearsal
2. Plans and Leads Prayer Partner Ministry
   1. Recruits adult volunteers
   2. Matches Children and Adults; completes paper work and pictures to help foster relationship growth over the course of each school year
   3. Develops and arranges prayer cards for each individual or arranges for a volunteer to do this
   4. Arranges volunteers to stuff envelopes and organize beginning of the year materials
   5. Assists in distribution of weekly prayers for participants
   6. Leads activities for adults to meet and interact with their individual partners
3. Assists with Faith Stepping Stone Program
4. Assists Pastor in teaching and administering of Faith Stepping Stone Classes
5. Helps locate materials and set-up for individual classes
6. Discerns changes that need to be made on a yearly basis
7. Assists in the formal Blessing as part of the Church service
8. Teaches classes where necessary and appropriate
9. Communicates with teachers and family’s important dates and times of each Stepping Stone.
10. Plans Summer Programming:
    1. Plans, assists and coordinates various Summer Activities for children and families (e.g., Vacation Bible School, Summer Reading program, Party in the Park)
       1. Creates flyers, bookmarks, etc
       2. Creates news releases for paper
    2. Recruits volunteers based on interest, time and enthusiasm to help run programs
    3. Communicates times, activity descriptions and ensures programs run smoothly
    4. Develops new ways to reach the community
    5. Offers Parent Enrichment (based on interest and enthusiasm)
       1. Provides opportunities for parents to meet and learn about raising Christians
       2. Arranges childcare during these events.

5. Camp Ambassador for United Methodist Camps and BUMC Camp Scholarships

B. Coordinates with Youth Coordinator and Programs

1. Works with youth coordinator in planning joint family events

2. Assists with shared communication responsibilities for shared events

3. Actively participate/lead shared activities

C. Assists with Worship:

1. Assists in Children’s/Faith Stepping Stone Blessings (up to 5 times per year)

2. Monitors children’s worship supplies

a. Checks children’s bags, scribble paper, etc and replenish as needed.

D. Oversees Administration of Children’s Ministry:

1. Communicates with staff, church, and community

1. Attends weekly Staff meetings
2. Writes periodic BUMC Connection articles as needed
3. Updates Children’s ministry events/info on website
4. Updates Facebook page as appropriate
5. Responds to email and telephone inquiries
6. Keeps attendance records for various events
7. Thanks volunteers for time and talents
8. Oversees Finances
9. Maintains multiple budget lines for Children’s Ministry
10. Monitor spending as it applies to each budget line
11. Discerns places and ministries that require changes in expenses

**Core Competencies**

* A vibrant faith in Jesus and the ability to share it
* Comfortable speaking in front of large groups of people
* Ability to communicate and relate well to both adults and children
* Ability to equip and inspire people to use their ministry gifts
* Attention to detail in communication and planning
* Flexibility in planning and readjusting plans as they change
* Creative thinking and writing
* Ability and desire to collaborative with others
* Strong understanding of email, Facebook, and Microsoft Office required

**Resources and Equipment Used:**

* Resource Room – general project-based supplies
* Computer, Projector and various pieces of sound system both in sanctuary and portable sound system
* Bibles, prayer books and Sunday School Curriculum as provided to children through Faith Stepping Stones and Sunday School Team/teachers
* Videos, video carts and written curriculum paired with these items

**Continuing Education Needed:**

* Safety procedures of Church as they change
* General knowledge of current Children’s ministry trends
* Software training as Church software changes and updates