

DRAFT posting for Children's Ministry Coordinator

The Buffalo United Methodist Church is seeking to fill the role of Children's Ministry Coordinator. The United Methodist Church is a global denomination that believes in open hearts, open minds and open doors through active engagement with our world. The mission of the UMC is to make disciples of Jesus Christ for the transformation of the world. We believe in leading our families and children to a more fulfilling relationship with Christ. We believe in showing our passion for Christ through our work with children and the community outside of our church.

The Children's Ministry Coordinator is responsible for overseeing children's discipleship (birth - 6th grade). This would include most Sunday mornings and special events. Qualified individuals will have a vibrant faith in Jesus and a passion for children and family ministries. This is a part-time (15 hrs per week) position that reports directly to the Senior Pastor.

Duties:

- Oversees and helps grow children's discipleship programs including the Sunday School Team on Sunday mornings and the administration and finances of children's ministry programs.
- Maintains a safe and welcoming environment for children and families.
- Recruits and trains volunteers and Sunday School teachers to connect, teach and build relationships with families and children.
- Communicates with families, Sunday School teachers and volunteers regarding children's discipleship programs and promotes new programs as they are developed.
- Adapts children's ministry to the COVID-19 pandemic with guidance from the pastor and leadership team (eg online Sunday School).
- Engages families and encourages their involvement in the greater church community.
- Collaborates with the pastor, youth coordinator and staff to develop and plan special events and creative methods of engagement for children and families within the greater church community.
- Assists with Faith Stepping Stones Blessings Program
- Creates and plans summer programming ie. Party in the Park, Summer Reading Programs, Vacation Bible School, Camp Ambassador for United Methodist Camps, etc.
- Periodically delivers Children's Message in Sunday morning worship.
- Participates in weekly staff meetings.

Skills:

- A vibrant faith in Jesus and the ability to share it.
- Comfortable speaking in front of small groups of people.
- Ability to communicate and relate well to adults and children, both written and in person.
- Attention to detail and flexibility in planning and communication.
- Creativity.
- Ability and desire to collaborate with others.
- Basic understanding of email, Facebook, Microsoft Office, Zoom and YouTube.

Compensation: Starting wage is up to \$20.00 an hour dependent on qualifications.

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Application Information: To apply, please send resume to office@buffaloumc.com and complete an application [HERE](#).

Deadline: September 10, 2020