

The Spring
Job Description

Children's Ministry Coordinator

Purpose:

To create and implement an exciting children's ministry that will form our children as beloved and thriving disciples of Jesus Christ, as well as one that will attract families with children. To thoughtfully and age-appropriately work with our children to the end that they love God, one another, their neighbors, giving opportunities for service, when appropriate, both within and outside the church.

Accountability: To the Pastor

Personnel directed by this position: Childcare staff and volunteers

Responsibilities:

- To create and implement an exciting children's ministry that will form our children as beloved and thriving disciples of Jesus Christ, as well as one that will attract families with children.
- Recruit, train, supervise, evaluate, and motivate Children's Ministry staff and volunteer leaders.
- Create a practice of outreach to families outside the church and follow up on families who have visited.
- Serve as an integral member of the staff, along with the pastors, advancing the mission, values, strategies, measures, and vision of The Spring.
- Develop and utilize a Children's Ministry Council that will help support and develop the ministry as a whole and the coordinator personally.
- Participate in required Church staff and leader gatherings at the direction of the pastor(s).
- Conduct regular children's staff and volunteer leader meetings.
- Review and select curriculum to be reviewed by the pastor(s) for the children's ministry.
- Foster the creation and establishment of Spring policies and procedures regarding volunteer recruitment, background checks, proper contact, safety rules, and supervision. Supervise the implementation of these policies and procedures.
- Determine the needs and provide necessary equipment for Children's Ministry rooms; communicate needs to the Pastor.
- Be present on Sunday evenings for logistical support of teachers and help or substitute as needed.
- Collect weekly attendance and registration records.
- Timecard Management.
- Prepare an annual budget for Children's Ministry to be included in the overall Christian Formation budget.
- Any other tasks as required of the position.

Confidential Data: sensitive matters as they relate to church ministry, members, and objectives.

Skills and Capabilities Required:

- Interface effectively and positively with staff, members, and public.
- Manage time, prioritize activities, and develop long-range plans.
- Engender trust.
- Constructively resolve conflict.
- Conduct communications and contacts in such a manner as to positively reflect upon the staff, the church and its leadership.
- Sustain good performance in meeting responsibilities.

Criteria for Performance Evaluation: Evaluation will be based upon the accomplishment of responsibilities and the demonstration of skills and capabilities required for the position.

Status: part time, 10 to 15 hours/week