**Department:** Children and Their Families

**Reports To:** Associate Pastor for Children and Their Families

**FLSA Status:** Salaried, Non-Exempt/ 20 hours per week

**Revised Date:** March 2019

**Funding Source:** General Fund

**POSITION SUMMARY:**

This position implements programs designed for Children and Their Families Ministry that will enable children to grow and develop as disciples of Jesus Christ.

**QUALIFICATIONS:**

Bachelor’s degree in related field along with relevant church experience involving children, or the equivalent combination of education and experience; some training in Christian education is preferred.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Works collegially with other Children’s Ministry staff to provide a vibrant ministry to and with children and their families.
* Plans, administrates, and resources Sunday morning activities, mid-week activities, Vacation Bible School and other programs for children and families, with primary responsibility for the ministries of Sunday School, Seasonal Faith Formation and Fellowship, and Young Children.
* Coordinates Sunday School for children ages 3 through 5th grade, including teacher discernment, curriculum and supplementary resources, and training for volunteer staff.
* Coordinates seasonal faith formation and fellowship opportunities for families during Advent/Christmas, Lent/Easter and Summer, including events at the church, and resources for the home.
* Resources ministry teams and ministry related to very young children including childcare, new babies, and young families with children.
* Prepares children’s worship bag materials and coordinates volunteers as needed to maintain them. Delivers and returns them each Sunday to and from worship spaces.
* Serves as supervisor for the Childcare Coordinator.
* Is present and visible on children’s Sunday School hallways greeting families, assisting teachers, and maintaining an effective learning environment for young children.
* Keeps relevant supply cabinets, closets, resource rooms, and classroom supplies stocked and organized.
* Other duties as assigned by the Associate Pastor for Children and Their Families.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Display respect for the knowledge and understanding required to work with the complexities of ministry in a large church.
* Demonstrate administrative and organizational skills.
* Ability to handle multiple tasks and assignments at one time.
* Ability to work both independently and collaboratively within a team to assess needs and produce results.
* Ability to establish and maintain positive working relationships.
* Ability to effectively communicate through verbal, written, or electronic means.
* Maintain an understanding of activities and programs that will attract and retain children and their families.
* Ability to plan, organize, and coordinate the work of teachers, church members, and parents.
* Ability to recognize potential disciplinary, safety, and security issues. Communicate the issues to pastoral staff diplomatically, timely, and fairly.
* Ability to maintain confidentiality.
* Demonstrate a noticeable amount of maturity, high energy, and enthusiasm that fosters an ability to relate to those served (children, volunteers and families) and create a sense of “spirit” of common purpose.
* Ability to anticipate and solve problems.
* Ability to use Microsoft Office and the internet.

**PHYSICAL AND MENTAL REQUIREMENTS:**

* The employee is required to be mobile throughout the building and at off-site functions.
* The employee is required to lift or move up to twenty pounds

**WORK ENVIRONMENT:**

* The noise level in the work environment is moderate.