

## **Children's Ministry Coordinator – Job Description**

### **General Responsibility**

- The mission of the Children's Ministry Coordinator is to coordinate all of the ministries for children under the direct supervision of the Children and Youth Pastor (CYP), utilizing the resources of the Children's Ministry Team to execute the ministry tasks, and to serve as the primary point of contact for the children's ministry at EMC. This person provides vision for the direction of all children's ministries in coordination with the Children and Youth Pastor and the Children's Ministry Team. The CYP is accountable to the Senior Pastor for the overall ministry of Children and Youth.

### **Specific Responsibilities of the Children's Ministry Coordinator**

- Active participation and implementation in the strategic planning of the pastoral staff to maintain a high level of awareness of overall ministry direction. Expected to participate in all pertinent staff meetings.
- Provides active leadership over the volunteer Children's Ministry Team (CMT), including its composition of members, scheduling of meeting times, facilitation of communication both internally among the group members and externally to the pastoral staff, delegation of tasks, and other items requiring coordination across the CMT and staff.
- Develops a coordinated calendar of children's ministry events for the entire year, communicating it to every family and leader in the church.
- Trains all leaders, volunteers and all other positions related to the Children's Ministry.
- Ensure background checks are completed on all persons who serve in the Children's Ministry.
- Recruits volunteers, such as leaders, assistant leaders, teachers, and support staff for the various Children's ministry activities. Ensures that all prospective volunteers fill out the volunteer application, ministry information and background check release forms.
- Develops and submits the annual Children's Ministry budget; reports the budget status to the Children and Youth Pastor on a quarterly basis.
- Will work in concert with the Children and Youth Pastor to ensure that the Children's ministry is in accordance with the vision, beliefs, purpose and policies of ECEMC.
- Will work with the CMT in producing a Volunteer Handbook
- Will oversee a team of volunteer coordinators.

The Children's Ministry Coordinator working with the Children's Ministry Team will:

- Enlist and manage volunteers for the Nursery, Sunday School, Children's Church, and Wednesday night activities. Ensure that all children's ministries are properly staffed and equipped on an ongoing basis, providing a high level of advance communication to all parties involved.
  - The CMT will work together to ensure that volunteers are synchronized so that a small group of volunteers is not overworked. They will strive to enlist service of volunteers in one area of ministry rather than requesting service in multiple areas.
  - Demonstrate a concern for child safety by allowing no person to work with children who has not filled out the proper forms and been approved; insists that guidelines for volunteers and caregivers be followed; to the greatest extent possible, ensure that two volunteer workers are present in the Nursery at all times.
- On a daily basis oversees, encourages and helps to make resources available to the

Children's Ministry Team comprised of the following leadership roles:

- **A Curriculum and Class Coordinator**
  - Oversees Sunday morning and Wednesday evening teaching materials – enlists, trains and resources teachers
  - Identifies, recommends, and implements approved age-suitable curriculum in direct relationship with the Christian Education Committee and the CYP.
- **A Wednesday Night Ministry Coordinator**
  - Facilitates the entire program on Wednesday nights including volunteers, teachers, works with the Curriculum coordinator on curriculum that is connected to the other programs in use for the appropriate ages.
- **A Vacation Bible School Coordinator**
  - Organizes and oversees the entire Vacation Bible School program in close connection with the Children's Ministry Coordinator.
- Note: In the transition from 10 hours to 30 hours there will be issues, responsibilities and vision that will add to the ministry description above. Those will be to be further clarified and determined by on-going discussion with the Youth and Children's Pastor. Any changes will be affirmed by the Senior Pastor.
- The Children's Coordinator will report directly to the Children and Youth Pastor but will be a vital part of the staff of ECEMC. There will be required meetings, retreats, prayer times, reports given, evaluations and other items as assigned by the Children and Youth Pastor. Progress reports are expected monthly to the Board of Stewards, and annually to the ECEMC congregation at Annual Church Conference. The staff will work together as a team doing everything possible to confront any "silo" effect that might occur. Most importantly, the Children's Ministry will always be viewed as a crucial part of the overall ministry of ECEMC.

#### **Employment Status:**

- 1) Salaried position requiring 30+ hours per week.
- 2) Daytime office hours four days per week, Monday – Friday with one day off selected by the Youth Pastor in cooperation with the Senior Pastor. Other time responsibilities include all weekend and mid-week worship services, occasional evening and weekend meetings or special events, etc. Present for all major activities of the Church unless absence is approved by the Senior Pastor. On-call as needed regarding Children's Ministry responsibilities.
- 3) As indicated in EMC Discipline the candidate is to be hired by a 2/3 vote of the congregation upon recommendation of the Pastor and Board of Stewards. Termination of such employment may be done by a 2/3 vote of the Board of Stewards. And in the event of a pastoral change, the incoming pastor is to receive the resignations of all other staff members in order that he/she may have the freedom to construct his/her own staff.

Salary: to be determined by the end of July

Vacation: 2 weeks per year

Sick Leave: To be determined as necessary with the Senior Pastor

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