

JOB DESCRIPTION: Children & Family Ministry Coordinator

The Children and Family Ministry Coordinator is a part-time salaried position that reaches out to children and families in the community, encourages and develops leadership, initiates and coordinates ministries, and nurtures faith development.

Reports to: Associate Pastor

Responsibilities: This list is illustrative only and is not a comprehensive listing of all functions and tasks.

- Represents and advocates for a ministry by, for, and with children in all aspects of congregational life.
- Facilitates the building of relationships and creating a Christ-centered sense of community.
- Develops and guides a Children's/Family Ministry Council that formulates and implements the vision for children and family ministry.
- Oversees the vision and goals of the Children's/Family Ministry Council and the initiation of new ministries.
- Develops an invitational outreach program for children and families in the surrounding community.
- Involves children in leadership, worship and mission.
- Ensures communication among children's ministry areas, including Sunday School, mid-week classes, preschool, Vacation Bible School and art/drama/music programs.
- Ensures implementation of safe sanctuaries guidelines and best practices in children's ministry.
- Fosters growth in discipleship and develops leadership across all ages.
- Intentionally involves children and families in intergenerational ministries.
- Involves parents and families in children's faith development.
- Attends appropriate meetings and church functions.
- Other duties as assigned or required.

Experience and Skills: Education and experience working with children and their families. Church experience coordinating multifaceted, comprehensive ministry programs. Educational background in theology or education preferred. Background check required.

Job Requirements: Part-time salaried position, inclusive of EDGE nights (4-8 p.m. Wed.) and Sunday (8:30 a.m. – 12:30 p.m.)

Salary: Salary commensurate with experience