

# Palms Presbyterian Church

## Job Description

**Position Title:** Children's Ministry Coordinator

**Reports to:** Pastor/Head of Staff

### Job Summary

The Children's Ministry Coordinator has the primary responsibility for the church's ministry to children (birth through grade 5) and their families. This person will work to strengthen and expand our children's ministry, both on Sunday mornings and during the week, and work cooperatively with the pastoral and program staff to ensure that all who participate in the life of the church have the opportunity to engage in meaningful faith formation. This is a full-time salaried position.

### Essential Functions

- Provide for the spiritual formation of children (birth through grade 5) on Sunday mornings, including
  - KidWorship (a kid-friendly worship time for young children that happens during one of our regular worship services) – recruit, coordinate, provide resources for volunteers, and lead as needed.
  - Sunday School – recruit, coordinate, and provide resources for volunteers, and teach as needed.
  - Oversee the nursery and supervise the Nursery Coordinator.
- Coordinate a Wednesday evening fellowship program for grades 3-5, with potential expansion to younger age groups.
- Coordinate a Vacation Bible School program in the summer.
- Coordinate a family-oriented Christmas Eve service.
- Maintain connection between the church and the preschool.
- Coordinate a bi-weekly chapel program for the preschool classes.
- Lead children's sermons in worship on occasion.
- Work with pastors and other staff members to develop and strengthen intergenerational ministry.

### Administration/Organization

- Work with the appropriate ministries and staff to prepare and administer the annual budget for Children's Ministry.
- With Nurture Ministry and pastoral staff, create and communicate a yearly calendar of events.
- Communicate regularly with congregation through a variety of media: mailings, E-mail, bulletin announcements, newsletter articles, social media, texting, and phone calls.
- Attend weekly church staff meetings.
- Attend program staff meetings.
- Meet regularly with supervisor.

### Core Competencies

- Personal Competencies
  - Initiative
  - Integrity and Trust
  - Interpersonal Skills
  - Creativity and innovation

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- Time Management
- Verbal Communication
- Organizational Competencies
  - Helping Orientation
  - Priority Setting
  - Project Management
- Supervisory Competencies
  - Teambuilding

### Minimum Qualifications

- Bachelor's Degree preferred.
- Prior experience leading children's programs.
- Prior experience working with children.
- Works well with children.
- Have a strong personal faith and a passion to see children grow in theirs.