

**McILWAIN PRESBYTERIAN CHURCH
POSITION DESCRIPTION**

Children's Ministry Coordinator

ROLE:

The Children's Ministry Coordinator works with the Assistant Pastor of Discipleship to organize and give oversight to the Christian education program for children between the age of two and the Fifth Grade.

CLASSIFICATION:

This position is a non-exempt, hourly position that is part-time, normally working 15 to 18 hours per week.

MINISTRY DUTIES:

The first area of responsibility of the Children's Ministry Coordinator is to oversee the children's classes in the area of Sunday School and Wednesday night Bible lessons and to provide resourcing, encouragement and support to those who teach in these ministries.

The second area of responsibility is for the Children's Ministry Coordinator to serve on the Discipleship Ministry team; this would be a non-voting participation, based on the current Discipleship Ministry charter.

STAFF RELATIONSHIPS:

The Children's Ministry Coordinator is a part-time, hourly position reporting to the Assistant Pastor of Discipleship for direct supervision. The Children's Ministry Coordinator supervises various volunteer positions in the area of the children's ministry, including children's Sunday School teachers, Wednesday night teachers, and Vacation Bible School coordinators.

DIRECTION:

The Children's Ministry Coordinator is supervised by the Assistant Pastor of Discipleship, in consultation with the Discipleship Ministry Team, the Senior Pastor and, when necessary, the Session.

SPECIFIC RESPONSIBILITIES:

Personnel:

1. Recruit and encourage effective children's teachers, assistants, substitutes, and additional volunteers in partnership with the Discipleship Ministry Team, and when necessary, the Session.
2. Maintain communication between teachers in light of classroom or teaching needs, schedule changes and special events
3. Oversee teachers' use of curriculum, discipline procedures, and teaching and learning environment on Sunday morning and Wednesday evening classes.

4. Work with the Assistant Pastor of Discipleship in planning and organizing an annual teacher training seminar

Administrative:

5. Order, organize and adjust curriculum and teaching aides for all children's classes in consultation with the Discipleship Ministry Team.
6. Organize and purchase needed supplies; oversee the Children's Ministry budget line, and keep the Discipleship Ministry Team regularly advised of expenditures in this area.
7. Maintain communication to parents, the Discipleship Ministry Team, and McIlwain Staff.
8. Maintain class rosters, and follow up regarding attendance.
9. Provide a welcoming environment for visitors and maintain up-to-date information on the current classes for website and publications
10. Work with the Assistant Pastor of Discipleship in planning and organizing Promotion Sunday.

QUALIFICATIONS:

The following qualifications essential for this position are:

1. A love for God's people, His Church and His Word; a commitment to the peace and purity of the Church; and a desire to see children growing in the Lord.
2. A knowledge of and commitment to the Reformed faith through adherence to the Westminster Confession of Faith and McIlwain Presbyterian Church's Teacher Covenant.
3. Sound Christian judgment and maturity.
4. Excellent verbal and written communication skills.
5. Experience in teaching Bible to children and ability to equip teachers.
6. Basic computer skills including word processing, email, and spreadsheets.
7. Organization skills and administrative gifting.
8. An ability to model a submissive and teachable spirit as a team player.

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