Grace Meridian Hill  
Children’s Ministry Coordinator  
Job Description

**Summary:** Provide relational, spiritual, and logistical leadership to Grace Meridian Hill’s children’s ministry.

- Create a joyful, grace-filled environment for kids, parents, and member volunteers
- Provide oversight and a welcoming presence to our Sunday ministry
- Build ministry programming in accordance with the development of our children and families

**Job Type:** Part-time (15-18 hours/week)

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1. **Sunday Oversight (4 hrs)**

**OBJECTIVE:** Provide organizational direction and relational care as the primary point person on Sundays

- **Prepare:** Be ready with the day’s line-up of volunteers, lessons, etc.
- **Set Up:** Manage the set-up of tables and classrooms (coordinating with Mei Yong, Ministry Coordinator)
- **Check-in:** Promote a sense of readiness, teamwork, and accountability by:
  - Checking-in teachers, assistants, nursery volunteers, large group leader, paid childcare workers
  - Leading Morning Huddle to inform, envision, equip, and pray with volunteers
- **Welcome:** Serve as “front face” of ministry; facilitate parent check-in process
- **Support:** Support weekly “Sunday Supervisor” and serve “on call” for major decisions/trouble-shooting

*Note: The “Sunday Supervisor” role will be filled by a rotation of 3-5 highly trained individuals for teacher support, supplies, and minor trouble-shooting during class time. The Coordinator will be “on call” for major needs.*

2. **Teacher Training and Administration (4-6 hrs)**

**OBJECTIVE:** Provide care for our members, fostering a joyful serving environment and providing them with gospel-centered confidence (encouragement) and competence (training) to instruct our children

- **Prepare** weekly lessons/materials for teachers:
  - “Edit” weekly lessons as needed
  - Print/distribute lessons, notes, plans to teachers/assistants
  - Gather supplies for classroom activities
- **Communicate:** Encourage and inform teachers, assistants, and leaders (weekly)
- **Train:** Equip and empower teachers/members/volunteers (re: responsibilities, expectations, how to teach, behavior management, child protection policies, etc.):
  - Lead Morning Huddles (see above)
  - Lead at least two (2) trainings for teachers/members (can be led together with Committee members)
- **Organize:** Ensure that basic administrative systems are orderly and effective:
  - Maintain basic teacher/lesson supplies
  - Determine classroom set-up details
  - Keep class rosters and child information updated
- **Encourage:** Provide encouragement and accountability to teachers/volunteers (e.g., regular gestures of gratitude, at least one (1) thank you event per year).

*Note: Initial scheduling and management of volunteer calendar will be provided.*
3. Parent Care/Liaison (2 hrs)

OBJECTIVE: Provide care for parents, primarily by keeping them engaged and informed and promoting a spirit of encouragement and parental involvement

- **Communicate**: Keep parents informed/engaged through regular communication and interpersonal contact:
  - Weekly parents’ email re: Sunday preview/follow-up, lesson/activities, etc.
  - At least one (1) parents’ meeting per year (together with Pastor and Committee)
- **Walk with** parents regarding child-/parent-specific needs (e.g., concerns, disciplinary, etc.), triaging to Children’s Committee members or Pastor as needed
- **Resources**: Occasionally provide “tips” or resources on how parents can support their children’s spiritual growth at church or at home (together with pastor)

4. Special Events/Activities (varies)

OBJECTIVE: Help lead and organize children’s ministry events and childcare support

- Spearhead special opportunities for children in main service: Christmas/Advent, Holy Week/Easter
- Plan and implement childcare/activities for special ministries and events: Fall Retreat (3 sessions), Member/Parent meetings (2-3 annually), GraceDC Network Service/Meeting (June), Moms Group childcare
- Support baptism of children (scheduling, gifts, certificates, etc.)

5. Ministry Development (2-4 hrs)

OBJECTIVE: Provide leadership for specific areas of ministry improvement and development, collaborating with pastor and members of the Children’s Committee

- **Children’s Ministry Committee**: Meet with Children's Ministry Committee (at least monthly) for feedback, collaboration, and program implementation:
  - **Feedback & Collaboration** - turn to Committee as a "sounding board"; seek feedback on ministry needs and ideas (e.g., behavioral standards, room set-up, curriculum), while retaining authority to lead/make final decisions
  - **Training and Program Implementation** - Invite Committee members to help with or support (a) teacher/leader training, according to their areas of strength/expertise; (b) implementation of new programs or events (e.g., Communicants Class, Christmas choir, etc.)
  - **Parent Care** - Ask Committee members to help promote specific ministries, encourage parents, or address specific child-/parent-specific needs as “peer-liaison” if needed
  - **Supervisors** - Committee members may also serve in rotation of Supervisor/Rover role
- **Communicants Class**: Collaborate with Pastor on developing an approach to confirming, improve training and support systems for our members (see above)
- **Child Protection Policy**: Help implement new policy via communication, training, and enforcement
- **Additional Projects**: as determined by Coordinator, Pastor, and Children’s Ministry Committee

Qualifications

- Strong relational skills; personable demeanor/style; able to set an encouraging/joyful "tone"
- Organized and detail-oriented; strong administrative skills
- Strong leadership skills; problem-solver; able to make decisions confidently/independently
- Able to communicate vision and logistics clearly and compellingly in verbal and written form
- Prior experience with children and local church children's ministries
- Flexible, able to adapt quickly within a growing/changing church environment
- Embraces, and able to articulate, Grace Meridian Hill's mission and values
- Background check required; experience in infant/child CPR certification preferred

**Supervisor:** Pastor Remargo Yancie  
**Pay:** Available upon request  
**Eligible for Benefits:** No  
**Start date:** ASAP

Please submit your cover letter and resume to info@gracemeridianhill.org