

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)

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)
 - Write and communicate clear job descriptions
- **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
 - Ensure that public ministry is visible and welcoming (visible signage, welcome table, traffic flow)
- **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