



TRINITY PRESBYTERIAN CHURCH

Children's Ministry Coordinator

Profile: The children's ministry coordinator supports Trinity's mission by coordinating a children's ministry that proclaims Jesus as the way, the truth, and the life. Reflective of our covenant theology this position will support families in the discipleship of their children by creating a grace-filled, joyful environment for children, parents and volunteers. This position provides direct oversight of Trinity's children's ministry from birth through 5th grade.

Job Type: Part-time (20 hours/week)

Sunday Oversight

- Provide organizational direction and relational care as the leader on Sundays
- Schedule volunteers and manage all aspects of Trinity's children's ministries on Sunday mornings including nursery, children's worship, and children's Sunday School (Pre-K through Fifth grade).
- Welcome new and member families. Facilitate the check-in of children, teachers, volunteers and paid childcare workers.

Administration and Volunteer Coordination

- Oversee children's Sunday School teachers with the goal of children's transformation by God's word and Spirit to love the Lord with all their heart, mind, soul, and strength.
- Lead in inviting, recruiting, scheduling, and training volunteers.
- Organize all administrative aspects of various curriculums. Prepare lessons, and supplies and distribute to teachers.
- Train volunteers and paid nursery workers on expectations, best teaching practices, and vision.
- Ensure ministry is in compliance with Trinity's Children and Youth Ministry policy including the administration of Ministry Safe training and background checks.

Parent and Volunteer Care

- Provide care for parents. Help parents feel welcomed, loved, supported, informed, and confident in entrusting their children to Trinity. Walk with parents through specific needs in connection with pastoral staff and session.
- Communicate regular updates to parents. Promote a spirit of encouragement and parental involvement.
- Provide care for our volunteers. Foster a joyful serving environment providing volunteers with gospel-centered confidence and competence to instruct our children.

- Implement churchwide background checks and Ministry Safe training for volunteers, and required reporting as specified in the Children and Youth Ministry Policy.
- Communicate with and encourage volunteers. Keep them informed through verbal, written and appreciation events.

Special Events

- Plan and implement monthly Trinity Kid's Club, quarterly fellowship meals, and summer ministry opportunities.
- Create opportunities for children at Christmas and Easter inside and outside of worship services.
- Plan and implement childcare for special ministry events including ESL, new members classes, and Spur groups.

Ministry Development

- Provide leadership for ministry improvement and development collaborating with pastoral staff.
- Develop a weekly Mother's Morning Out to minister to the surrounding community.
- Relaunch children's worship with the goal of equipping children and parents to worship together.
- Develop a children's ministry team with the associate pastor to increase congregational engagement with the children's ministry.
- Additional tasks as determined by the associate pastor.

Qualifications

- Strong relational, organizational and leadership skills, personable and able to set an encouraging and joyful tone.
- Able to communicate logistics and vision clearly and compellingly in verbal and written form.
- Prior experience working or volunteering with children or in a children's ministry a plus.
- Membership at Trinity is not a prerequisite. Our expectation is for the individual filling this new staff position to become a member of Trinity.
- Be in agreement with covenant theology and the reformed faith as found in Scripture and the Westminster Confession of Faith.

Reports to: Associate Pastor

Contact: Interested candidates can email the search committee (info@trinityboerne.org) for information on the application process.

Info: more info can be found at trinityboerne.org