

**Children's Ministry Coordinator
New Life Presbyterian Church**

Expectations

1. Ability to engage children through teaching Bible based lessons.
2. Ability to exercise strong administrative, organizational and communicative skills.
3. Ability to procure volunteers and coach them to lead internal and external ministries.
4. Ability to be a member of New Life PCA, and to affirm our statement of faith.
5. Complete a year-long certification course on children's ministry from CDM PCA. (Expense paid.)

Responsibilities

Administrative Responsibilities

1. Administrate and implement children's ministry reaching from nursery through 5th grade.
 - Keep accurate rosters of all children in New Life Church and other community events.
 - Schedule and promote all ministries in an orderly calendar year.
 - Communicate with the pastor and volunteers to implement scheduled goals.
2. Integrate with the youth ministry (6th-12th) leader to implement youth events.
3. Coordinate and implement other children's ministries as they develop.
4. Become an active chair member of the Children's Discipleship Committee (CDC) after probationary period.
5. Be present to support all children's ministries on Sunday mornings and at children and youth church events. Arrange for coverage when on vacation.
6. Cultivate ongoing relationships with parents of children and volunteers, communicating with them regularly as needed.
7. Equip parents and volunteers for the discipleship of our children by providing resources, training, and counseling as needed.
8. Recruit, train, and care for the ongoing development of volunteers. Schedule volunteers for all children's ministries. Help volunteers obtain necessary child protection clearances and paperwork.
9. Be able to evaluate and change as the needs of the church change.

Intrinsic Children's Ministry to the Church

1. Under the approval of session, collaborate with the CDC to implement a comprehensive program for regular discipleship and education for children from nursery through 5th grade.
 - Create and implement a plan for children's Sunday school.
 - Organize a wholistic Sunday School curriculum to teach the whole counsel of God
2. Under the approval of session, collaborate with the CDC to implement a plan for Children's Praise (4-8 yr olds)
 - Regularly lead Children's Praise when volunteerism is not present.

Extrinsic Children's Ministry to the Surrounding Community

1. Implement a plan for seasonal ministries to the surrounding community
 - Spring: Basketball Camp
 - Spring: Easter Egg Hunt
 - Summer: Vacation Bible School
 - Summer: Family Outing Event
 - Fall: Trunk or Treat Reformation Day
 - Fall: Pioneer Club
 - Winter: Christmas Program
2. Collaborate with the pastor to initiate and manage *Vita Nova Schole* a homeschooling co-op.
 - Be present to facilitate a one day per week homeschooling community.
 - Implement educational classes based on the assets of the community.
 - Collaborate with high and low level volunteers to coordinate an educational schedule.
 - Collaborate with parents and children in preparation for all calendar events.
 - Manage the supplies and material needs of the community.

Policy and Best Practices

1. Keep up to date on State and Federal laws regarding the care of children.
2. Work with the office administrator to ensure all volunteers complete the required training and clearances.
3. Maintain pertinent confidentiality in all activities.
4. Maintain current PA Child Safety Clearances throughout employment.
5. Help with church accountability by reporting observed impropriety, or safety concerns, to Pastor or member of Session, as appropriate.

Hours: Average of 10-30 hours/week

Compensation: hourly rate to be determined

Vacation: 3 weeks/yr, with a total of 6 absences on a Sunday.

Supervision: Attend weekly staff meetings and meet with Pastor Fisher for direct supervision.

**** Please respond with a resume or further inquiries to office@newlifepresbyterian.org ****