



**Interested? Please forward your resume to [mail@springcypresschurch.com](mailto:mail@springcypresschurch.com)!**

We are Spring Cypress Presbyterian Church, a vibrant and growing congregation of the Presbyterian Church in America (PCA), located in Spring, TX. We seek to be a body of believers called by the Holy Spirit and transformed by the Gospel to glorify and enjoy God as we proclaim the good news of salvation through Jesus Christ. To learn more about our church, please visit us online at <https://www.springcypresschurch.com/welcome>.

Our church has an immediate opening for a **Multi-Disciplinary Ministry Coordinator** to help facilitate the continued expansion of our church's many ministries, with special focus on our children's ministry. This position provides support to all ministries of the church through effective management of church resources, facilitating communication of the Session's vision and direction, and building relationships with ministry leaders.

**Job Type:** This position can be Full-time or Part-time depending on the applicant, but in either case includes required attendance at Sunday worship and special events. This position is salaried, unordained, and open to both genders.

**Compensation:** Competitive salary & benefits package (including medical, retirement, and PTO for full-time employees), as well as great work-life balance.

### **Multi-Disciplinary Ministry Coordinator Principal Duties:**

#### ***Children's Ministry Coordination***

- Provide organizational leadership to the various facets of our children's ministry to ensure a cohesive vision and ministry direction.
- Provide direction and relational care as the "on-the-ground" leader on Sundays.
- Manage all aspects of SCPC's ministry to children on Sunday mornings - nursery, children's worship, and children's Sunday School (Pre-K thru 5<sup>th</sup> Grade).
- Ensure childcare is scheduled for all required mid-week activities.
- Facilitate the check-in of children and ensure that parents feel confident in entrusting their children to our church.
- In conjunction with other ministry leaders, plan, coordinate, and conduct special events throughout the year.
- Work with volunteer leaders to identify and select curriculum for use in the various children's ministry contexts.

#### ***General Ministry Coordination***

- Ensure ministry by staff and volunteers is conducted in compliance with Session enacted polices, including background checks and required training.
- Lead in recruiting, training, and scheduling volunteers in coordination with respective ministry team needs.
- Provide ongoing care and encouragement to our volunteers. By presence, example, and influence foster a joyful ministry environment.
- Ensure teachers/leaders are prepared for success by having everything they need to conduct their respective activities.
- Work with ministry leaders to develop ideas for how to maximize impact and expansion in their respective areas.

#### ***General Administration***

- Assist with routine church administration as needed.



- Prepare weekly mailings to shut-ins and other members of the congregation.
- Manage our church management software events calendar to ensure that ministry activities are deconflicted, properly resourced, and that signups are prepared and distributed to the congregation.
- Ensure contractors, ministry leaders and participants have appropriate access to the facilities.

**Multi-Disciplinary Ministry Coordinator Qualifications/Skills:**

- Must possess a strong love of the Lord with a desire to see self and others grow in Christlikeness.
- Be in general agreement with the doctrinal position of our church and live a life consistent with the moral standards derived from our church's doctrinal standards. For more information on our beliefs, please visit our website at <https://www.springcypresschurch.com/our-beliefs>.
- Prior experience working with or volunteering with a children's ministry is strongly preferred.
- Willing and able to learn how to use various software platforms utilized by our church.
- Possess a vision and desire to help the ministries of our church flourish.
- Able to maintain a professional demeanor while conveying a warm and friendly tone.
- Should have strong relational, organizational, administrative, and leadership skills.
- Excellent communication skills in written and verbal forms.

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