

WESTMINSTER PRESBYTERIAN CHURCH OF JOHNSON CITY

Position Job Description

Position Title:	Children's Ministry Coordinator	
Reports To:	Senior Pastor	Status
Responsible Ministry Team:	Children and Youth Discipleship	Full-time
Primary Purpose:	To develop and direct all aspects of our Westminster Children's ministry from newborn through 6th grade	Exempt/ NonExempt
		Exempt

Education:	<ul style="list-style-type: none"> Bachelor's degree required; preferably (but not required) with education emphasis
Work Days (Hours):	Weekdays Monday-Friday during church business hours. As this coordinator is expected to be at church on Sundays as often as possible, the coordinator will work with the senior pastor to develop an appropriate schedule for weekdays.

A&P Elder Approval:	
Session Approval:	
Session Approval Date:	

QUALIFICATIONS:

- **Bachelor's degree required; preferably (but not required) with education emphasis**
- **Organized**
- **Understanding of age and grade levels as each pertains to spiritual and learning development.**
- **Ability to evaluate curriculum, and provide additional curriculum such as for Vacation Bible School, to assure that all supports the pulpit ministry.**
- **Ability to develop and implement a Bible and catechism memory program for grade school children.**
- **Good relational skills with children and adults**
- **A strong desire to nurture children in their love of Jesus Christ**
- **Able to generate and implement new ideas**

GENERAL EXPECTATIONS INCLUDE:

- **Oversee all Children's ministry (Nursery-6th grade excluding the Early Learning Program)**
- **Choose and implement a biblically based discipleship curriculum for children's Sunday school classes that is redemptive and covenantal**
- **Choose and implement a curriculum for children's worship program during adult worship**
- **Pray for, recruit, mobilize, and train volunteers to serve in the Children's ministry (i.e. Sunday school teachers, Children's Bible lesson teachers)**
- **Help to equip parents to disciple their children in the home**
- **Communicate regularly with volunteer leaders, families, and follow up with visitors**
- **Solicit and receive regular feedback on children's ministry.**
- **Regular coordination and communication with Assistant Pastor- Bobby Roberts and Youth Director- Daniel Johnson**
- **This position will be under the supervision of Assistant Pastor- Bobby Roberts and Senior Pastor- Andy Wyatt**

SPECIFIC JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- **Develop and oversee all Children's ministry events and plan the Children's ministry yearly calendar**

- Ensures that childcare staff and children's programs are available at all church and church related events where appropriate.
- Pursue professional development through reading, conferences and other opportunities
- Oversee and maintain the budget for Children's ministry (excluding Early Learning Program)
- Develop a check-in & check-out process that works with families to ensure the safety of their child(ren) during their time with the children's ministry
- Pray for, plan, and lead or assist special events such as Vacation Bible School, the Children's Christmas program, Back to School Prayer Night, Fall Festival
- Develop a relationship with Early Learning Program and seek ways to serve. This position will not supervise ELP but will seek ways to work together
- Employ, recruit, train and supervise childcare volunteers and paid staff.
- Evaluate paid staff annually
- Creates an atmosphere of outreach within the area of Children's Ministry.
- Trains teachers and leaders to use the curricula so that they are better able to share the Good News of Jesus with children
- Obtain annual approval of the curriculum from the session
- Serve as a member of the Children and Youth Discipleship team
- Attend bimonthly staff meetings