



Children's Ministry Coordinator (Part-Time)

Job Description

Summary: The Children's Ministry (CM) Coordinator oversees and directs the weekly Sunday programming for Nursery through 6th grade. This includes programming, curriculum, discipleship, and events for CM. The CM Coordinator will work alongside the Executive Pastor to lead a ministry that is gospel-centered, age appropriate, and fits within the overall vision of Emmanuel Presbyterian Church.

Post Date: May 28, 2023

Reports to: Executive Pastor

Work Hours: Part-Time (8-10 hours/week)

Roles and Responsibilities:

- Organize and coordinate gospel-centered, age appropriate curriculum for all Sunday School classrooms
- Recruit, train, schedule, and supervise all volunteers
- Interview, hire, schedule, and supervise Sunday morning nursery workers
- Provide support to other areas/events where childcare is needed: e.g. Friday Morning Women's group, Morning of Prayer, Sunday Home Fellowship Group
- Ensure that the CM policies and procedures are followed appropriately and updated as needed
- Arrive at 9:30am to ensure proper setup of all classrooms
- Manage and update CM roster of children and families on Planning Center
- Create and implement a plan to ensure that new families are welcomed
- Organize and implement special events (e.g. Christmas, Palm Sunday, Easter, Retreat)
- Oversee storage, maintenance, and replacement of CM equipment and supplies
- Track of ministry expenditures and prepare/submit annual budgetary requests

Qualifications:

- Committed follower of Jesus
- Embrace Emmanuel's [vision and values](#)
- Minimum four year undergraduate degree
- Experience in education or ministry preferred
- Highly organized and effective manager with strong communication skills
- Exceptional ability to work well with others
- Understanding of basic child development and the complex needs of children of a variety of ages and backgrounds
- Agree to the [Policies and Procedures](#)
- Joining Emmanuel as a member and participating in the life of the church are expected

Compensation:

- \$27/hour
- Maximum of 6 Sundays away each year

To Apply:

- Send cover letter and resume to Tim Chang: tim@emmanuelnyc.org
- Include contact information for 2 references