

***Park Cities Presbyterian Church exists to extend the transforming presence of the Kingdom of the Lord Jesus Christ in Dallas and to the world.***

PCPC's Mission Statement

**Job Title:** P/T Coordinator for Children's Registrations & Check-In Events (up to 25 hrs/wk)  
**Supervisor:** Coordinator for Children's Ministry  
**Name:** OPEN **Date:** September 27, 2024  
**Department:** Family Ministries **Ministry:** Children's Ministry

**Purpose of Role**

The P/T Coordinator for Children's Registrations & Check-In Events is responsible for all Children's Ministry childcare event registrations in Ministry Platform (MP), management of children's rooms and groups in MP, and check-in for Children's Ministry in MP. He/she assists with all Ministry Platform Database needs for the Children's Ministry.

**Alignment with Mission and Vision**

This role helps PCPC ministries, including Family Ministries, Women's Ministry, etc., to offer childcare to our families while parents participate in ministry programming for adults. Childcare allows our parents to better connect with PCPC and other parents, avail themselves of opportunities to abide in Christ, and thus extend the gospel to Dallas and to the world.

**Uniqueness of the Role**

The P/T Coordinator for Children's Registrations & Check-In Events will require intensive database training in Ministry Platform, which will be provided by the MP Database Specialist. The person hired for this position will form a "partnership with database" while serving on the Children's Ministry staff. It is imperative that the person filling this position have a first-hand knowledge of children's events, programming, and the needs in Children's Ministry, so they will better understand what information is needed in MP. The plan is for this person to become embedded in the Children's Ministry by working closely with the Coordinator for Children's Ministry, attending meetings for Children's Ministry, interacting and communicating with the Children's Ministry Leaders, being present at many of the children's events, and/or being available to occasionally work on Sunday mornings when needed. The goal is for this person to become so proficient in using Ministry Platform that he/she will be promoted to a Specialist. This part-time role is approved for up to 25 hours a week.

**Key Job Responsibilities**

The P/T Coordinator for Children's Registrations & Check-In Events supports the Children's Ministry to meet all their Ministry Platform Database needs, including Sunday morning check-in and special event programming. The coordinator also works with the Ministry Leader of Weekday Childcare to set up childcare registration in MP for various events and programming throughout the church (i.e., Women's Bible Studies during the week, special events requiring childcare, and outside organizations hosted by PCPC that request childcare).

**A. Children's Ministry**

Work under the direction of the Coordinator for Children's Ministry to provide MP registrations and check-in for all children's events, Sunday mornings, and special events.

**B. Preparation and Programming for Sunday Mornings**

- Maintain up-to-date rosters of children's age and stage classes in MP.
- Maintain up-to-date Children's Ministry volunteer rosters in MP.
- Ensure MP Check-In will open before each Sunday.

- Check to make sure that nametags and pickup tags will print before each Sunday morning.
- Coordinate visitor process for enrollment and placement.
- Once a year, coordinate Promotion Sunday from a data standpoint; promote children in MP and update rosters in MP.
- Make sure that Welcome Desk volunteers know how to correctly input a visitor in MP or change a child's classroom in MP on a Sunday morning.

#### **C. Children's Ministry Reports**

- Generate Ministry Platform Database statistics/reports required to support Children's Ministry goals and objectives.
- In MP, run visitor lists weekly, run birthday lists monthly for Ministry Leaders, and run other reports as needed to support the Children's Ministry.

#### **D. Weekday Childcare Ministry**

- Assist the Ministry Leader of Weekday Childcare in providing registrations and check-ins in MP for all weekday childcare events.
- Work with Children's Ministry Leaders to sort children into appropriate classrooms in MP.
- Ensure Check-In Kiosks are open, and that the nametags and pickup tags print correctly for the weekday childcare events.

#### **Training, Education, and Experience**

College degree preferred. Must work well in Microsoft Office, WORD, Excel, and other similar programs. Must be adept at learning Ministry Platform and other programs and/or proficiencies as needed. Must be available for training and development with Ministry Platform Specialist. Must be a team player. Able to maintain a big picture perspective while managing smaller details. PCPC membership is preferred.

#### **Skills and Competencies**

- Must communicate exceptionally well, both orally and in writing
- Takes initiative
- Accepts direction and responsibility
- Able to work independently and collaboratively
- Possesses and exhibits a servant's heart and positive attitude
- Able to maintain confidentiality