

POSITION DESCRIPTION: Coordinator of Children's Ministry (CCM)

STATUS: Part Time

HOURS: To be Determined

BENEFITS: Continuing Education Funds; Salary commensurate with education and experience

General Purpose of Position:

The Coordinator of Children's Ministries will vision, plan and advocate for children (Nursery through 5th grade) in the areas of faith development, safety, discipleship and worship. The CCM is responsible for assuring that children are included in the life of the congregation. Our overall vision for this ministry is:

To reach the children and families of the Greater Arlington area with the love of Christ and to surround the children of the St. Paul congregation with a foundation of Christian beliefs, that they may grow in their trust and love of God.

Organizational Relationship and Supervision:

The CCM reports to the Senior Pastor for spiritual and ministry guidance. The Senior Pastor, in cooperation with the Staff Parish Relations Committee, conducts an annual performance evaluation. The CCM will be responsible and subject to United Methodist polity and doctrine, informed by the United Methodist *Children's Ministry Guidelines*, local church policy as determined by the Charge Conference, Senior Pastor, and Staff Parish Relations Committee. Attendance at the following meetings is expected: Staff Meetings, Church Council and Administrative Team. From the date of employment, the CCM will begin a 90-day probationary period, during which either the employee or employer may be released from the terms of employment at will without prejudice.

The Primary Task:

The primary task of children's ministry is to:

- Provide children with opportunities for worship and growth in the Christian faith developing foundations that will be lifelong, shaping their lives and future.
- Engage parents and families as vital partners in ministry by creating a parent advisory team that would allow us to know the hopes, concerns and needs of children and their families.
- Determine how St Paul UMC might serve the children and families of the Greater Arlington area with a visioning team to dream of possibilities.
- Provide for the safety and security of children in all ministry settings by staying up to date with the Child/Youth Protection Policy.

Responsibilities:

1. Develop a Sunday morning ministry for children. This may include a children's moment in the worship service, working with the Worship Music Leader to develop a children's choir, a "children's church" etc. Keep records of children's participation and look for trends and changes.
2. Lead the weekly Pre-School Children's Chapel services (Wednesday mornings 9:30 -10am) using the provided faith-based curriculum.
3. Plan, develop and implement children's event programs in accordance with the St Paul UMC Procedures Manual, including Mid-week ministry (Wednesday 2pm-7pm), Camps, Vacation Bible School and other events.
4. Conduct an activity session with pre-school children once per week using the faith based curriculum
5. Advocate for and educate the congregation about the aspirations, issues and needs of children in the congregation, pre-school and community. Identify key people to serve as advocates.
6. Keep records of children's participation and manage the children's ministry budget.

7. Help plan, develop, and implement all aspects of a balanced ministry in the areas of children's worship, faith development and discipleship.
8. Engage in an annual process of evaluating the vision and goals of the ministry through quarterly planning sessions.
9. Recruit and train volunteers (to include teachers) to work with children in all aspects of the ministry and ensure adequate support and adult /child ratios.
10. Participate in the summer preplanning sessions of the pre-school as scheduled by the Pre-School Director.
11. Utilize the established faith based preschool curriculum for the children's Sunday School.
12. Be aware of resources for developing children's ministry and participate in continuing education events and training opportunities.
13. Communicate as effectively as possible using all available resources (email, website, social media, newsletter, bulletin board, etc.). Ensure communication with church staff and leadership, families, and the congregation as a whole.
14. Work closely with the Senior Pastor, Youth and Young Adult Ministries Coordinator, Worship Music Leader and volunteer leaders in implementing children's ministry programs.
15. Ensure compliance with all aspects of the Child/Youth Protection Policy in all applicable ministry settings.

Qualifications:

1. Must have a vision and demonstrated ability to plan, develop, coordinate, manage and implement a children's ministry within the parameters of the United Methodist Church.
2. Must embrace Christian discipline and United Methodist doctrine and practice.
3. Commitment to St Paul UMC mission of making disciples for Jesus Christ, sharing God's love, changing lives and serving the community.
4. Have a vital, growing and personal faith relationship with Christ. Be able to share with others your testimony and continuing journey of faith.
5. Must undergo and pass personal background screening process.
6. A professional certification in children's ministry in the United Methodist Church is desired. Must have completed professional certification or prescribed State DCF 40 hour training, or AA degree in or equivalent in childhood development. CPR certification is required.
7. Have a basic knowledge of child development and understand the importance of providing a safe and nurturing environment for children.

Preferred Aptitudes:

1. Demonstrate a passion for ministry with children and deep commitment to their faith formation.
2. Excellent written and verbal communication skills and computer skills.
3. Excellent interpersonal skills, conflict management skills and ability to work effectively with children and diverse individuals.
4. Curator of fun, interactive, meaningful games and events to cultivate learning and cooperation.
5. Adept with various social media platforms (Facebook, Twitter, Instagram) for communication.
6. Understanding of the difference between proper use/misuse of social media.