**Job Description Children’s Ministry Coordinator**

**St. Luke United Methodist Church**

**606 Santa Fe Pike**

**Columbia, TN 38401**

**Email:** [**info@stlukecolumbia.org**](mailto:info@stlukecolumbia.org)

**The Children’s Ministry Coordinator** oversees all children’s ministries, including the nursery, Sunday School, The Movement, VBS, etc., reaching children ages birth to 5th grade. This ministry position includes oversight to paid workers and volunteers serving in our nursery and Sunday school areas with the sole purpose of leading all children to a foundational authentic relationship with Jesus Christ.

**Classification** Part-time position, approximately 10 hours per week. $15.50/hr.

**Working Condition**

• Work at church as well as other sites (i.e. park, camp, mission trips, etc.)

• Work church services, additional planning hours, office, and event planning hours

**Education and Experience**

• Must have a minimum of a high school degree.

• Must have a minimum of 2 years-experience working with children

**Requirements**

• Must be a Christian and disciple of Jesus Christ.

• Must take and pass bi-annual background checks.

• Must understand, or be willing to learn and adhere to United Methodist Safe Sanctuary policies and procedures.

• Must understand, or be willing to learn and teach United Methodist doctrine.

• Must exemplify strong moral character and godliness in conduct at all times including on social media platforms.

• Must possess the ability to make decisions, have vision, passion, as well as be creative and energetic.

• Competent in leadership abilities to include organization, delegation, administration and interpersonal relationships.

• Ability to work well with parents, volunteers, church staff and children

• Must have effective oral and written communication skills, as well as ability to interact with many different individuals in a professional manner.

• Must be self-motivated with a team approach with the ability to motivate volunteers.

• Strong problem-solving skills and ability to handle stress.

• Demonstrates the ability to recruit and coordinate volunteers.

• Must be able to functional in Microsoft Word, email administration, and the use of Facebook and Instagram.

**Duties and Responsibilities**

The Children’s Ministry Coordinator, with input from Pastoral staff and Children & Family Team, will oversee the ministries developed for the children of St. Luke UMC, including Sunday school, The Movement, camp retreats, VBS and other special events and programs. This will include birth through 5th grade including, but not limited to, the following duties:

• Develop and implement a comprehensive program of Christian development and education for children beginning at birth and continuing through grade 5.

• Develop ministries that are creative, exciting, innovative and relevant to the children and families of the church.

• Work for the Pastors and with the Administrative Assistant in setting policies and procedures for the children’s ministry.

• Work with ministry leadership to recruit leaders and volunteers for ministry positions in the children’s ministries to include Sunday school, nursery, The Movement, VBS, retreats and other ministries as they are identified and developed.

• Lead in the evaluation of the Children’s ministry on an annual basis with all Children’s ministry leaders, pastor, Children & Family Team, and Staff Parish Relations Team.

• Create a safe, positive, nurturing and age-appropriate learning environment for every child. • In coordination with the administrative staff, help facilitate the safety process (applications, • background checks, etc.) for the recruitment of leaders and volunteers.

• Partner with parents in the ongoing task of raising children to know and serve the Lord.

• Work with the Pastors and Children & Family Team to conduct and/or plan training opportunities for Children’s ministry leaders and volunteers.

• Evaluate age-appropriate program materials, equipment, supplies, and space for children’s ministry.

• Work with Pastor, Staff Parish Relations Team, Finance Team, and the Administrative Assistant to develop an annual budget and manage funds for the fiscal year.

• Conduct systematic and periodic safety and cleanliness inspections of all spaces and equipment.

• Assist with the maintenance and scheduling of church facilities for Children’s ministry. • Serve as a resource and liaison for parents.

• Attend Sunday School, Worship services, Children & Family Team meetings and annual Staff Parish Relations meetings.

• Performs other related duties and responsibilities assigned by the Church Pastor and ministry teams as appropriate.

**Work Relationships**

• Accountable to and evaluated by the Pastor and Staff Relations Chairperson.

• Maintains good working relationships with the Church staff and volunteers.

• Coordinates closely with the Church staff to accomplish all facility administrative requirements related to Children’s ministry