

## **JOB DESCRIPTION – Coordinator Children’s Ministries**

### **Position Overview**

This position will have primary leadership in directing Sunday morning Children’s ministry at Greensburg United Methodist Church. The Coordinator Children’s Ministries will provide a foundation for lifelong Christianity for children and their families.

### **Position Goals**

- I. Develop and maintain a Sunday school program for Kindergarten to 6<sup>th</sup> grade students which develops children into disciples of Jesus Christ.**
  - a. Recruit and support other Sunday school teachers and/or volunteers as needed.
    - i. Train teachers and leaders for Sunday morning to create the best learning environment.
    - ii. Collaborate with teachers or volunteers to select appropriate curriculum.
    - iii. Determine needed resources to support programming.
  - b. Be present during Sunday school each Sunday (September – May).
  - c. Integrate children into the life of the Church.
  - d. Welcome and engage students and their families.
- II. Design and implement a program of regularly scheduled activities for children outside of Sunday morning.**
  - a. Children’s Ministry – including during the church service (i.e. Christmas Play)
  - b. Seasonal Events for Children (Parent’s Night Out at Christmas, Easter Egg Hunt)
- III. Manage administrative functions specific to children’s ministry.**
  - a. Maintain files and records for volunteers and events, including contact information, financial reporting, incident reports, etc.
  - b. Communicate with students, families and congregation through church website, social media, church bulletin and monthly newsletter.
  - c. Manage programming budget.
  - d. Prepare annual calendar of student activities/events for church calendar.
  - e. Attend some staff meetings with Pastor, staff members, and volunteers when scheduled.
  - f. Maintain good working relationship with staff, volunteers, and families.
  - g. Keep classroom clean and organized.
  - h. Participate in continuing education for personal and professional development.

Greensburg United Methodist Church  
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### **Reporting Relationship**

Reports to: Pastor and SPR Chair

### **Skill Set /Education Requirements**

- Strong Christian faith, with preferred knowledge of United Methodist Church theology.
- Ability to create and develop new ideas to vitalize youth Sunday morning spiritual development and other programming.
- Ability to manage multiple tasks and projects simultaneously.
- Excellent attention to detail, organization, and priority management is essential.
- Possess excellent written and verbal communication skills.
- Able to work with youth representing spectrum of gender and sexuality.

### **Hours**

Part time position able to work up to 5-6 hours per week (1-2 hours with children on Sunday + 2-3 hours prep work or attending meetings).

### **Compensation**

\$4,500.00 per year.

Includes annual budget for supplies, activity/entry fees, and transportation.

Please send cover letter expressing your interest with resumes and three (3) references to:

[jobs.gumc@gmail.com](mailto:jobs.gumc@gmail.com)