

First Cumberland Presbyterian Church Children's Ministry Coordinator Job Description

(approved by Session Nov. 20011)

General Description:

This part-time position models the love of Jesus Christ through developing, implementing, and directing an effective ministry for encouraging and enabling the spiritual maturity in the lives of children.

Job Functions:

- Direct responsibility of the Sunday and/or Wednesday night program for children
- Work with the ministers and Christian Education ministry chairperson to develop and initiate programs that teach the children of the First Cumberland Presbyterian Church foundational tenets of Christianity
- Recruit and train volunteers to fill supporting roles in all activities of the Children's Ministry
- Be responsible for the safety of the children. Reporting equipment or harmful property damages to the Building and Grounds chairperson
- Be present at worship services on Sunday morning (alternating services on Sundays is permissible)
- Be prepared to do Children's Sermons during worship twice a month
- Be responsible for registration for children of the church for camps during the summer

Knowledge, skills, and abilities

- Must love and relate to children well
- Must possess a good understanding of a child's faith and a child's faith development process with the goal of helping the child to become a professing Christian and church member
- Must be a good communicator with the parents of the children as well as the children
- Must be able to use appropriate mediums of communication: email, letters, telephone, and face to face conversation
- Computer literate – knowledge of internet and Microsoft office is preferred
- Must possess strong organizational and administrative skills

Experience

- Must have experience in children's Christian Education, elementary education, or child care development

Additional Requirements

- Adhere to the doctrine of the Cumberland Presbyterian Church
- Self-motivated and be a team player
- Must pass a background screening which includes criminal and drug testing
- Present a monthly report to the church session including activities completed, challenges and concerns, and items for the annual church budget
- Work under the supervision of the Director of Ministries to the Young