

## **Part-Time (21 Hours) Ministry Coordinator - Children's Ministry**

*The Ministry Coordinator for Children's Ministry will support the Children's ministry program with energy, enthusiasm, consistency, and loving care. He/She will assist the Director and partner with the Nursery Coordinator in building an inclusive Christian community among children and their families, so that they all may come to know God, grow in their faith, and serve faithfully in the congregation, the local community and wherever the Lord leads them throughout their lives.*

### Weekly Children's Ministry Program Support: (Weekday Hours, 12.5 hours/week)

- Provide gracious welcome and assistance to staff, volunteers, children, and families
- Curate weekly elementary Sunday and Wednesday curriculum as directed, print and purchase/locate, and prepare related supplies
- Confirm scheduled teachers and volunteers and convey lesson plans to the respective, scheduled teachers and volunteers (email or digital platform access)
- Maintain Children's Ministry rosters in database, updating and printing attendance sheets weekly for Sundays and Wednesdays programming and conveying attendance numbers to Church Secretary weekly
- Assist as requested in preparing games, activities, digital and/or printed materials for Wednesday night Children's Ministry Midweek programs & Sunday Kids Church
- Prepare Worship Packets for Sundays and replenish as necessary in between services
- Assist Director with preparation, distribution and display of program and event materials (print, email or digital)
- Assist Director in recruiting volunteers and maintaining accurate volunteer schedules
- Assist with special Children's Ministry and churchwide events and other regular programming as directed
- Attend scheduled staff and program meetings and/or trainings
- Assess stored supplies, stocked items & declutter Children's Ministry storage spaces
- Other duties as assigned
- Weekly Nursery Program Support:
  - Coordinate with Sunday Preschool Nursery Lead Staff to print and prepare Preschool Sunday curriculum & supplies
  - Log all Childcare Requests for review and approval by Director and scheduling by Nursery Coordinator
  - Maintain and print Nursery Worker Schedule in coordination with Nursery Coordinator
  - Ensure Childcare Worker timecards are restocked bi-weekly
  - Monthly or as-needed shopping for requested supplies (wipes, cleaner, etc.)
  - Serve as substitute for Nursery Coordinator or Preschool Lead Teacher (only as assigned)
  - Attend scheduled nursery staff meetings at least monthly

### Sunday Morning Program Support: 8 am - 12:30 pm (4.5 hours)

- Provide gracious welcome and assistance to staff, volunteers, children, and families
- Confirm Check In stations are working; assist children and families with check in
- Stock Worship Packets prior to 9 am service and restock before 11 am service
- Ensure Sunday School materials are in classrooms by 9 am and are returned to Children's Ministry Office by 12:30 pm (classrooms are to be left in good order)
- Confirm Kids Church materials are in place for 11 am Kids Church
- Welcome and assist Sunday School teachers, substitute as needed and/or as assigned
- Assist Director with Kids Church, substitute as needed
- Partner with Nursery Coordinator to assist with Nursery Desk Coverage, substitute for Nursery Coordinator as assigned

### Wednesday Evening Program Support: 4:30 pm - 8:30 pm (4 hours)

- Provide gracious welcome and assistance to staff, volunteers, children, and families
- Confirm Check In stations are working and assist children and families with check in
- Monitor Gym, Gathering Area and/or Gaga Pit as assigned by Director and in coordination with other staff and Children's Ministry volunteers
- Assist Director and volunteers during Bible Study (Large and Small Groups); substitute for Director as assigned in leading Wednesday Night Bible Study
- Assist Carpool Lead Volunteers with Carpool pickup process
- Other duties as assigned

### Seasonal Support: Varies

- Help plan, coordinate, and execute Vacation Bible School, Day and/or Sports Camps, Promotion Sunday, Third Grade Bible Sunday, Parents Night Outs, Children's Christmas events, and assist as directed with other Churchwide Events (Harvest Festival, Easter Festival)
- Assist in recruiting, scheduling and appreciating volunteers for seasonal programs, support volunteers in their assigned roles
- Other duties as assigned

### Required Software Skills:

- MS Excel, Google Sheets
- MS Word
- MS PowerPoint
- Shelby Database or similar database experience
- Clover or similar website experience
- Canva or similar software experience
- MailChimp, SignUp Genius or similar communications experience
- Facebook, Instagram social media communications