

JOB DESCRIPTION — PART TIME PAID CHRISTIAN EDUCATOR
First Congregational Church of Manchester, New Hampshire
508 Union Street, Manchester NH 03104
603-625-5093 KPlease@FCCManchesterNH.org

Title: Children's Ministry Coordinator

Hours: 12 to 15 hours per week.

Start date: Spring 2018

General Overview: The Children's Ministry Coordinator is a part-time member of the church staff, with overall responsibility for all aspects of our ministry to children. He or she will work under the immediate supervision of the Minister, and in cooperation with the *Children and Youth Ministry Committee* (CYM).

This position is directly responsible to: the Minister

Skills and Qualifications:

1. A mature personal faith and a love for children.
2. An ability to effectively and positively engage children of all ages.
3. Organizational, clerical and teaching skills.
4. Technology skills, including a working knowledge of Word and social media.
5. Experience in working in Children's ministry is preferred.
6. Ability to pass a criminal background check prior to start date.

Leadership Roles:

1. Coordinate, nurture and guide the Sunday School educational program in accordance with the goals, objectives and policies established by the Minister and the Children and Youth Ministry Committee (CYM).
2. Build relationships among parents, teachers, volunteers and the larger congregation that bring vitality to the children's ministries of the congregation.
3. Act as the communication hub between the children's ministries and the larger congregation utilizing all available forms of communication including social media.
4. Serve as a resource person in the area of curriculum and related materials for summer camp programs, retreats and enrichment opportunities for children and families, and encourage the use of these resources.
5. Develop professionally, as time allows, by attending workshops or conferences pertaining to children's programming.

Specific Responsibilities:

1. In cooperation with the Minister and CYM committee develop a plan for the Sunday School program.
2. Study, evaluate and present curriculum to the Minister and CYM Committee for approval.
3. Order curriculum, classroom supplies and materials as needed.

4. Secure teachers for classes pre-school through eighth grade, including substitutes.
5. Run monthly Teacher's meetings.
6. Provide teacher training, support and nurture.
7. Maintain Church School records that are accurate and up-to-date.
8. Be physically present on regularly scheduled Sunday school mornings to supervise the program. Arrange for back up for predetermined absences and for other times as coordinated with the minister.
9. Assist in coordinating coverage for "Cradle Room Only" Sundays.
10. In cooperation with the Minister, plan special services of worship for Teacher Dedication, Bible presentation, Children's Sunday and the like.
11. Work with Minister to coordinate Sunday Morning worship involvement of the children, including Talks with the Children, scripture readers, and other forms of participation.
12. Assist in coordinating additional Children's programs; e.g. Advent Workshop.
13. Attend CYM committee meetings and work with the committee in the formation of programs and policies including their coordination, promotion and evaluation.
14. Assist the Treasurer of the CYM committee in preparing a yearly budget.
15. Assist the Minister in implementation of the church's Safe Church Policy.
16. Attend and participate in weekly church staff meetings.

Confidentiality of Church Work: It is understood that much of what goes on in church life, especially in pastoral work and counseling, is of a confidential nature. It is expected that all employees will use discretion in discussing the business of the church and the affairs of its members and staff with persons other than church staff and their supervisors.

Approved March 22, 2018 by
Children and Youth Ministry Committee
And Rev. Kevin M. Pleas