Coordinator of Children’s Ministries

**Elizabeth Memorial United Methodist Church**

# DESCRIPTION

The Coordinator of Children’s Ministries is responsible for overseeing the children’s ministries of Elizabeth Memorial United Methodist Church (EMUMC), including but not limited to Christian education, children’s involvement in worship, and community outreach programs and mission projects for elementary school children.

# QUALIFICATIONS

* A growing Christian in word and deed with a willingness to serve God by being in ministry to children and their families
* Engaged fully in the life of the church.
* Strong knowledge of the Bible
* Understanding of the core beliefs of the United Methodist Church
* Patience, empathy, and an open mind
* A team player who works cooperatively with staff, volunteers, the congregation of EMUMC and community members
* Seeks out continuing education opportunities and certifications related to this position

# DUTIES AND RESPONSIBILITIES

The Coordinator of Children’s Ministries is accountable for developing and implementing, with input from the Pastor and the Christian Education Committee, a comprehensive ministry program for all children. This includes but is not limited to:

* + Attend no fewer than 48 worship services per year. Personally present no fewer than 1 children's sermon per month and arrange for a volunteer or present an additional 1 per month.
  + Recruit, train, schedule, and provide materials for adult volunteers who assist with children’s activities, including Sunday School.
  + Coordinate the involvement of children in worship services in collaboration with the Pastor.
  + Plan, oversee and participate in children’s community service and mission projects.
  + Maintain regular contact with all children and their families. Greet families with children who visit EMUMC, provide information about children’s programs, and make follow-up contact
  + Ensure the availability of all materials and supplies for children’s activities, including Sunday School.
  + Understand and comply with all Safe Sanctuary Polices of EMUMC.

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* + Manage the budget for children’s programs as set by the Finance Committee and approved by the Administrative Council.
  + Ensure EMUMC facilities are maintained during and secured following all children’s activities at EMUMC.
  + Plan, coordinate, recruit volunteers, and oversee Vacation Bible School.
  + Reach out to resources in the community who work with children and their families, such as schools and housing projects, to involve additional children in church activities.
  + Attend the Pastor's staff meetings and meetings of the Administrative Council and Christian Education Committee. Provide input to the Nominations Committee as requested.
  + Maintain a database of children of the church.
  + Communicate children’s activities to the congregation.
  + Perform other related duties as required by the Pastor to carry out the children’s ministries of EMUMC.

Starting Date

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Coordinator of Children’s Ministries Pastor

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPRC Chairperson

Date