



Job Description

- Title:** Children's Ministry Coordinator
- Department:** Children's Ministry
- Position:** Part-time: Non-Exempt; 20 hours per week during school year; 40 hours per 12 weeks of summer (summer dates defined by Senior Pastor).

Work Schedule:

Along with First UMC pastors and his/her fellow staff members, the Children's Ministry Coordinator will personally support First UMC's **CALLING** to

Make disciples of Jesus Christ for the transformation of the world.

In addition, he/she will honor the following **CORE VALUES** OF First UMC, Angleton:

- ***Loving God***
- ***Growing Together***
- ***Serving Others***

Skills/Qualifications:

- Experienced in working with children in a church ministry setting.
- Organized and detail oriented with ability to manage multiple projects at once.
- Possess working knowledge of the Children's Sunday School curriculum and be prepared to teach any class if needed.
- Possess superior people, communication, and listening skills.

Essential Functions:

- Prepare and maintain working knowledge of children's curriculum.
- Recruit, train, motivate, and retain volunteers in assisting with ministry preparations.
- Work closely with supervisor in planning/ implementing of year-round ministry programs.
- Coordinate and lead KNO, VBS, children's community outreach, and other programs as directed.
- Foster a ministry of communication with parents, families, students, and congregation.
- Grow children and parents in their discipleship walk.
- Provide parental resources monthly that assist in discipling their children.
- Build relationships with children through: home/school visits, extracurricular activities, letters, etc.
- Create innovative ways to connect with and minister to children and families.



Additional Responsibilities:

- Procure necessary Children’s Ministry materials and supplies
- Operate ministry within budget guidelines per supervisor’s direction.
- Effectively and efficiently complete other tasks assigned by supervisor.
- Will be an active member of First UMC, Angleton.

Accountability:

The Children’s Ministry Coordinator is responsible to the Senior Pastor or, in his/her absence to the directed individual.

I have read and received a copy of my job description. I understand what is expected of me.

Employee Signature: _____ Date: _____

Supervisor’s Signature: _____ Date: _____

SPRC Chair Signature: _____ Date: _____