

FAIRMONT PRESBYTERIAN CHURCH CHILDREN'S MINISTRY COORDINATOR

Title: Children's Ministry Coordinator

Classification: Part-time Professional, Ministerial Exempt

Tenure: This position is an at-will employment position with Fairmont Presbyterian Church and may be terminated for any reason or no reason. Nothing in this document should be construed as a contract or guarantee of employment.

Purpose: To lead, coordinate, and administer Fairmont Presbyterian Church's children ministries in the life and ministry of Fairmont Presbyterian Church and to nurture children in their faith formation at Fairmont.

Accountability: The Children's Ministry Coordinator is accountable to the Session through the Personnel Team, and reports to the Associate Pastor.

Work Week: This is a professional part-time appointment including regular evening and weekend work. The anticipated average number of work hours per week is 25.

Requirements: Bachelor's Degree in a relevant field or comparable work experience. Must have availability on Sunday mornings.

Qualities:

- Passionate Christian faith
- A deep love for children
- A felt call to share the Gospel with children
- Strong and articulate communication skills
- Strong organizational skills
- Commitment to the Reformed theological tradition
- A Bachelor's Degree from an accredited college in a relevant field
- Ability to work with a wide diversity of people and generations
- Sensitivity to generational differences and attention to children
- Demonstrated experience in leading and motivating diverse groups
- Ability to stand, sit, and walk for extended periods of time. Stamina to work with large groups of energetic children for extended periods of time
- Fluency with electronic communication, updating website content, and social media.

Tasks and Responsibilities:

Leadership: *Accountability to our mission*

1. Serve as a staff resource on the Christian Formation Team.
2. Oversee the nursery child care program and participate in the related annual reviews.
3. Support the church's mission and children's programs through the use of technology and social media.

Congregational Care: *Sharing Christ's invitation to belong*

1. Proclaim and demonstrate the love of God to children with energy, intelligence, imagination, and love.

2. Advise the church and its leadership on creating and nurturing sustainable, effective, vibrant, safe, and relevant ministries for children at Fairmont.
3. Under the direction of the Associate Pastor, provide supportive care to children and their families in cooperation with other staff and lay leaders.
4. Document and report to Session the Sunday school attendance records.
5. Encourage church families to attend worship regularly and to participate in children programs.

Teaching: *Sharing the story of God and our stories*

1. Inspire the children of our church with the love and knowledge of our Lord Jesus Christ through a strong Biblical foundation in organized Christian Formation programming.
2. Work collaboratively with other staff members to provide meaningful, enriching education and Christian formation experiences for children.
3. Design, plan, and direct Vacation Bible School.
4. Work with the Pastor, Associate Pastor, and other worship leaders to design vibrant worship experiences that reach younger generations.
5. Recruit, equip, and coordinate volunteer leaders for children ministries that will foster a holistic, experiential, Christ-centered faith.
6. Work with the Associate Pastor to integrate children in all aspects of Fairmont's worship and ministry, including special holiday services and Children's Sabbath.
7. Communicate regularly with the congregation and participate in Sunday morning worship services, including baptisms and organizing the Children's Talk.
8. Direct the maintenance, and use of curricula, supplies, and equipment for children.
9. Organize the Pew Packets and Worship Bags for Sunday morning worship services.
10. Engage in a continuous process of ongoing learning and professional development.

Community Care: *Serving our community together and participating in the practices of Christian discipleship*

1. Lead children in local mission projects.
2. Pursue opportunities for children activities.
3. Serve as a connection between the preschool and the church.
4. Network with Christian Educators in our Presbytery.
5. As needed, support the Associate Pastor with youth trips beyond the congregation.

Relationships: The Children's Ministry Coordinator works closely with the Pastor and Associate Pastor in the regular performance of her or his duties.

Review: Performance reviews will be conducted annually by the Associate Pastor and Personnel Team. The Personnel Team will annually review the adequacy of compensation with the Pastor and make recommendations for changes, if any, to the Session.

Hours and Wages

1. Cash Compensation
2. Social Security/Medicare (FICA)
3. Mileage and refreshment allowance
4. Professional development \$_____ per year. The fund can accumulate for 3 years but cannot exceed 3 years.
5. Four weeks annual vacation including four Sundays.
6. Two weeks annual professional development leave including two Sundays. May accumulate for 3 years but cannot exceed 3 years.

Revised April 2, 2020