

FAIRMONT PRESBYTERIAN CHURCH

EMPLOYMENT POSITION AVAILABLE

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's 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 Pastor/Head of Staff.

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 up to 20, but weekly totals will vary. Work hours are flexible and much of the work may be done remotely, except for the need to be present in person on Sunday mornings and at least one family event evening each month. Must be available to communicate electronically with staff to coordinate ministries. Special events throughout the year that will require in person participation will include Vacation Bible School, Children's Sabbath, Trunk or Treat, Easter egg hunt, and the Christmas Pageant.

Requirements: Bachelor's Degree from an accredited college or university in a relevant field or comparable work experience. Must be available on Sunday mornings.

Qualities:

- Passionate Christian faith
- A deep love for children
- A felt call to share the Gospel with children and their families
- Strong and articulate communication skills and the desire to connect with children and families
- Strong organizational skills
- Commitment to the Reformed theological tradition
- A bachelor's degree from an accredited college in a relevant field or comparable work experience
- 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 for children's ministries on the Christian Formation Team.
2. Provide regular feedback and recommendations on changes in children's ministries.

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 Pastor/Head of Staff, provide supportive care to children and their families in cooperation with other staff and lay leaders.
4. Document and report to Session 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. Teach and/or directly support volunteer teachers in the classrooms during Sunday School each week.
4. Design, plan, and direct Vacation Bible School.
5. Work with the Pastor, Associate Pastor, and other worship leaders to design vibrant worship experiences that reach younger generations.
6. Recruit, equip, and coordinate volunteer leaders for children's ministries that will foster a holistic, experiential, Christ-centered faith.
7. Work with the Pastor/Head of Staff and Associate Pastor to integrate children in all aspects of Fairmont's worship and ministry, including special holiday services and Children's Sabbath.
8. Communicate regularly with the congregation and participate in Sunday morning worship services, including baptisms and organizing the Children's Talk and Children's Choir performances.
9. Communicate regularly with families of children regarding plans and goals for children's ministries.
10. Regularly solicit constructive feedback from families regarding children's ministries.
11. Direct the maintenance and use of curricula, supplies, and equipment for children.
12. Organize the Pew Packets and Worship Bags for Sunday morning worship services.

13. Engage in a continuous process of ongoing learning and professional development.

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

1. Lead children in local mission projects, usually at church.
2. Pursue opportunities for children's activities.
3. Network with other Christian educators at other churches.
4. As needed, support the Associate Pastor with youth trips youth events.

Relationships: The Children's Ministry Coordinator works closely with the Pastor/Head of Staff and Associate Pastor in the regular performance of their duties.

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

Compensation

1. Cash Compensation Salary \$24,000
2. Social Security/Medicare (FICA)
3. Mileage allowance
4. Professional development \$1,000 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.

APPLICATION PROCEDURE:

1. The job application may be found on the Fairmont Church website www.fairmontchurch.org.
2. Resumes with letters of interest should be mailed to:

**Brian Maguire
Fairmont Presbyterian Church
3705 Far Hills Ave.
Kettering, OH 45429**

3. Qualified candidates will be contacted for an interview within 2 weeks of receiving all necessary paperwork.