

Children's Ministry Coordinator

15 Hours Per Week

About Citrus Church: We are a new church based in Winter Garden and Windermere, FL that offers its staff a chance to build a church family, in the third fastest growing community nationwide. Citrus Church offers a *refreshing* invitation to Jesus and desires to deeply invest in and serve the local area. We are supported and have accountability through the United Methodist Church. We believe God is calling us to bring refreshment to our neighbors and to make a long-term impact in this community. Horizon West is nestled among the lakes of Windermere, with the charm of Winter Garden, and the magic of nearby Walt Disney World. Thousands of families are moving to the area, with new commercial offerings springing up constantly. The area provides residents the unique ability to work, live, and play in the same area.

The Position: We're looking for a Children's Ministry Coordinator with a passion for helping children, ages 6 weeks to 5th grade, experience the love and grace of Jesus Christ. This person will prepare our *Think Orange* curriculum for the Sunday classes, and teach in a classroom on Sundays.* The position is part-time, hourly, and involves clocking in and out.

Job Responsibilities*

Weekly Responsibilities:

- Organize *Think Orange* Curriculum, creating a weekly schedule with activities, putting together supplies for each activity, and coordinating with the Church Business/Ministry Administrator to ensure weekly teacher/staff/volunteer schedule for each age group (0 to 2, 3 to 6, and 1st grade to 5th grade); access Citrus Church resource room to prepare lessons and activities
- Serve as lead set-up person for Children's Ministry rooms on Sunday mornings, directing parents, teachers, staff, and volunteers through setting up, teaching & tearing down
- Act as the main teacher for one of the above-mentioned age groups each Sunday
- Knowledgeable on Citrus Church Seedling check-in process, "Planning Center" app; help train volunteers and parents on how to maneuver the process
- Greet parents and children at check in, and ensure new families feel welcome
- Follow up with first-time visitors (parents of children) by reaching out with a card or email, to thank them for visiting
- Greet parents and families before worship, and help recruit volunteers asking, "have you signed up to serve?"
- Navigate social media, specifically Facebook as a way to keep in touch with the Citrus Church families with children; post upcoming children/family events, pictures, etc.
- Work during specific office hours three days during the week
- Attend a weekly staff meeting on Tuesday mornings with all church staff – for prayer, vision, and sharing updates and concerns with all Citrus leaders

Monthly Responsibilities

- Coordinate with volunteer lead teachers to deliver supply box to them one month in advance
- Attend Board Meetings and provide childcare either by scheduling a teacher or leading it during these events

Annual Responsibilities

- Support & help create Children's Ministry events throughout the year – inclusive of planning and executing the events, and purchasing supplies
- Support event chairs; attend & participate in event check-in process, as well as greeting parents and children

Other:

- Maintain knowledge about Citrus Church "Teach Beside Me" program – a preschool co-op program offered to families in the community
- Ensure all proper background checks are completed and approved for any teachers and volunteers for the children's ministry
- Remain familiar, knowledgeable and compliant with all of the rules put together by the United Methodist Church Conference in the Child/Youth Protection Policy

Tentative Weekly Schedule

- Sunday: 7:30am to 12:30pm (5 hours in set up/worship)
- Monday: 9:30am-1:30pm (4 Hours in office)
- Tuesday: 9:30am-1:30pm (4 Hours in office)
- Thursday: 9:30am-11:30am (2 hours in office/shopping)

To Apply: Submit your cover letter, statement of faith and resume to hello@citruschurch.org. Submissions without these three requests will not be considered. ***Selected candidate must pass a local & federal background check prior to being hired.*

***Note:** The majority of Citrus Church's operations and services are currently taking place virtually, with limited physically distanced small groups and community service opportunities. Remote work is an option based on current circumstances, and will shift to in-person when safe.



www.CitrusChurch.org | [@CitrusChurch](https://www.instagram.com/CitrusChurch)
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