

# Seedling Kids Children's Ministry Coordinator

10-15 Hours Per Week



**The Position:** We're seeking a Children's Ministry Coordinator with a passion for helping children, newborn through 5th grade, experience the love and grace of Jesus Christ. They will have an understanding of the Christian faith and embrace United Methodist theology and doctrine. The position is part-time, hourly, and involves clocking in and out.

## Job Responsibilities

### Weekly Responsibilities:

- Organize *Simply Jesus* Curriculum, creating a weekly schedule with activities, putting together supplies for each activity, and coordinating weekly teacher/staff/volunteer schedule for each age group.
- 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.
- Greet parents and children at check-in, and ensure new families feel welcome. Help recruit volunteers at check-in by asking regulars, "have you signed up to serve?"
- Teaching in the Children Ministry classes. (Using assistants/volunteers to lead while greeting at check-in)
- Knowledgeable on Citrus Church Seedling check-in process, *Planning Center* database. Train volunteers and parents on use *Planning Center App*.
- Follow up with first-time visitors (parents of children) by reaching out with a card or email, to thank them for visiting.
- Assist in creating and planning events that outreach to Horizon West. Ideas include family ministry events and other events that will collaborate with other ministries in the church.
- Navigate social media, specifically Facebook as a way to keep in touch with the Citrus Church families with children; create posts for upcoming children/family events, pictures, etc.
- Work during specific office hours during the week
- Attend a weekly staff meeting for all church staff.
- Meet with Pastor for planning and coordination of ministry.

### Monthly Responsibilities

- Plan and lead community outreach opportunities.
- Attend Church Council meetings

### Annual Responsibilities

- Support & help create Children's Ministry events throughout the year - inclusive of planning and executing the events, and purchasing supplies.
- Support the planning of outreach events designed to serve children, families, and others during the year. Including participate at booths and events.
- Special services and events including Christmas, Easter, Horizon West Fest, and Back to School Sundays.

Other:

- Supervise and Support the Nursery Staff
- Must provide their own computer to access digital curriculum and for communications
- Ensure all proper background checks are completed and approved for any teachers and volunteers for the children's ministry
- Work in collaboration with the Children's Ministry chairperson to form and empower a Children's Ministry Council to make disciples of children and families.
- Remain familiar, knowledgeable and compliant with all of the rules put together by the United Methodist Church Conference in the Child/Youth Protection Policy

**Weekly Schedule**

- Sunday: 8:30am to 12:30pm (4 hours in set up/worship)
- Additional Hours will be discussed and agreed upon.

To Apply: Submit your cover letter, statement of faith and resume to Brian Stere, Staff-Parish Relations chairperson at [bas2468@gmail.com](mailto:bas2468@gmail.com)