

Dido Children's Ministry Coordinator

Result Expected

An effective coordinator will grow the children's program at Dido encouraging them to attend Sunday School, worship, and other activities of the Dido congregation so that as many children as possible in the congregation and community grow in faith as Christian disciples. This will be done by partnering with the children, their families, and other church and community members to coordinate activities and experiences that are age appropriate using scripture, spiritual practices, prayer, community building, fun, and teaching in the tradition of The United Methodist Church.

Time Commitment: Part-Time, 10-20 hours/week? (It will be less hours at first and more as the program gets going), hours will be kept on a time sheet and may be accomplished at home or at the office when appropriate

Approximate wage: \$13-15/hour, paychecks are issued on the 1st & 15th

Reports to: Pastor for immediate supervision.

Activities to Be Performed

- Plan and conduct Sunday school classes for multiple age groups of children (ages 0-2: nursery; ages 3-5th grade: Sunday School)
- Plan, develop, and oversee age-appropriate faith development activities for children
- Recruit and coordinate volunteers to help facilitate all ministry activities with children (Sunday mornings, nursery, children's events...etc.)
- Coordinate special events in the life of the church as related to children (e.g., Vacation Bible School, Confirmation, Third Grade Bible Presentation, Easter Egg Hunt/Carnival, Christmas Musical, Singing in worship... etc.)
- Ensure that the church complies with its Ministry Safe policies and procedures by training volunteers; obtaining background checks; maintaining records; recruiting the necessary volunteers for all activities; and periodically updating and maintaining the policy, procedures, and covenant statements
- Build and maintain connections with children, parents, and volunteers by being present during worship, potlucks and other church-wide activities
- Proactively identify and welcome children (including parents) who are new or repeat visitors at Sunday worship. Follow up with any requests noted on the weekly attendance sheets dealing with children.
- Facilitate, or get a volunteer to facilitate, the Children's Message during Sunday mornings at worship
- Organize and coordinate volunteers for the nursery for ages 0-6 during worship and other all-church activities if needed
- Order, collect, and distribute curriculum and supplies for children's discipleship and religious education classes and opportunities
- Attend any staff meetings and all Administrative Board meetings
- Organize and maintain the children's supplies in the Sunday School room
- Submit notices for the bulletin and newsletter to publicize activities
- Project budget needs for the Children's Ministry for each year and work diligently to keep expenses within the budgeted amount.
- Other duties and administrative tasks as assigned

Accountability

The Coordinator will be accountable to the pastor and the Staff Parish Relations Committee. A performance review will be held on an annual basis.

Work Relationships

1. Emphasize and value the fostering of a team-spirit among the staff/volunteers of Dido and recognize the importance of each person in the life and ministry of the congregation.
2. Never talk disparagingly about volunteers or the pastor in front of others. If there are concerns about other volunteers or staff members, those concerns should first be talked about with the other person and then, in the event of the need, with the pastor. If the concern is with the pastor, speak first to the pastor and if needed then to the appropriate Staff Parish Relations Chair.

Spiritual Gifts and Qualifications

- Must be a Christian. An understanding of church and especially the United Methodist Church would prove helpful.
- A children's coordinator benefits from having a combination of these spiritual gifts: servanthood, teaching, exhortation (encouragement), leadership, administration, and shepherding. This leader should show evidence of passion for Christian ministry with children and deep commitment to faith formation of children, prior effective ministry leadership, and evidence of active and growing discipleship. This person should demonstrate at least a basic knowledge of child development and understand the importance of providing a safe and nurturing environment for children.
- A Children's Coordinator should have the ability to listen to and communicate with people of all ages, the ability to work with other ministry leaders, the ability to delegate responsibility and to follow up to complete tasks.
- This leader should show genuine interest in responding to the hopes, needs, and concerns of children in the community.