



Children's Ministry Coordinator Job Description

Principal Function: The Children's Ministry Coordinator is a valuable member of the church staff and is responsible for planning and facilitating Christian education classes, programming and special events for children birth to 6th grade.

Position Type:

- Part-time; 8 hours per week, not to exceed 416 hours per calendar year
- Payroll; monthly
- Flexible schedule
- Annual Review

Essential Duties and Responsibilities:

Prepare and facilitate Christian education classes, programming and special events for children birth to 6th grade

Provide a nurturing presence for children and a reassuring environment for parents

Insures that Children's Ministries operate under Pilgrim's safe sanctuary guidelines

Work collaboratively with the Children's Ministry Staff and Team

Help recruit, train and empower volunteers

Contribute to the preparation of the annual children's ministry report.

Creating and submitting articles/announcements for the newsletter, and bulletins.

Keep Children's Ministry bulletin boards current throughout the year

The Children's Ministry Coordinator facilitates the Children's Ministry team of volunteers, which includes providing direction, planning, and giving reports in a regular manner.

Required Knowledge, Skills and Abilities:

Ability to teach bible stories and diversity foundations in a nurturing, loving and non-judgmental way in keeping with the philosophy of the United Church of Christ

Gracious, mature, responsive, pleasant, and can demonstrate working as a team player.

Independent, able to set priorities, attentive to detail, great follow through and organized.

Supervisory duties for the Children's Ministry Coordinator will be the responsibility of the Pastor. The Staff Relations Committee will provide any needed support and/or guidance, as requested by the Pastor.

Every Church Staff Member is an at-will employee of the congregation, and is ultimately responsible to the Church Council and Pastor. Church Staff members maintain a shared promise of confidentiality, conflict resolution, and cooperation. The Church Staff Member also understands the need to attract and retain church volunteers, (which may include but not be limited to, congregational members / friends /visitors) as he or she works to maintain and extend the mission of Pilgrim United Church of Christ. The Staff Relations Committee will provide any needed support and/or guidance to all Church Staff Members, as requested by the individual employee, the Pastor and/or the Church Council.

Support the theological understandings of Pilgrim United Church of Christ (UCC), which promotes intentional hospitality, social diversity, freedom of thinking, and a spirit of grace rather than judgment. Our congregation is Open and Affirming of LGBTQ persons, and is committed to promoting Accessibility and Safe Sanctuary to all who participate in our congregational life.

Education and Experience:

A high school diploma or equivalent is required and two or more years of college is preferred

Experience working with and teaching children

Knowledge of biblical stories

Familiarization of the United Church of Christ's convictions and commitments

Proficient computer skills

Work Environment:

Sunday morning educational hours

Mid-week preparation

Flexible during special events

Attend monthly staff meetings and Children's Ministry Team meetings