

Heritage United Methodist Church
We Worship, Grow and Serve to See
Transformed Lives Reflecting the Love of Christ

Position: Children's Ministry Coordinator
Reports to: Pastor

Status: Part time Non-exempt
Hours: 15 per week

Job Description:

The Coordinator of Children's Ministry is responsible for the leadership of the Children's Christian Education program (2-year-olds through 5th grade). The Coordinator will lead the planning and implementation of Christian education programs in collaboration with the pastor and the Children's Ministry Team. The primary charge of this position is to provide discipleship programs for the children of HUMC.

Responsibilities:

- 1. Recruit and train Children's Ministry Leaders and teachers**
 - a. Recruit teachers and assistants
 - b. Train and provide support, care, feedback, and appreciation for Leaders
 - c. Secure teacher substitutes as needed
 - d. Substitute as necessary
- 2. Relate to and communicate with all those involved in Children's ministry**
 - a. Report directly to the Pastor for all responsibilities
 - b. Meet regularly with the Children's Ministry Team which is led by the committee chair to plan and implement the children's ministry calendar of activities
 - c. Coordinate and Promote Children's Ministries programs and events.
- 3. Coordinate Children's Participation in Activities**
 - a. Organize children and coordinate with ministry leaders for participation in worship (i.e. children's choir and bell choir, Palm Sunday parade, etc.)
 - b. Assist Children's Ministry Team with Children's Easter Egg Hunt and Celebration
 - c. Coordinate a nativity pageant
- 4. Collaborate with Children's Ministry Team on program development, implementation, and evaluation**
 - a. Work with the Pastor and the Children's Ministry Team in the evaluation of current education program. Meet with the Pastor monthly and the Christian Ministry Team as scheduled.
 - b. Implement educational programs
 - c. Keep attendance records
- 6. Collaborate with Children's Ministry Team on coordination of Christian Education Resources**
 - a. Direct and coordinate the Children's Sunday school program
 - b. Coordinate with Sunday school teachers to assess teaching supply needs
 - c. Provide and prepare materials for the volunteers
 - d. Develop, recommend, and administer operational budget
 - e. Coordinate with VBS leaders for yearly VBS ministry (help recruit, purchase materials, organize, etc.)
- 7. Other duties as assigned**

Performance Evaluation:

1. See Employee Policy Manual

Qualifications:

1. Must embrace Christian discipline and United Methodist doctrine and theology.
2. Experience in the life and ministry of the Church
3. Good people skills, including working with diverse groups, person-to-person communication and electronic communication
4. Understanding of group dynamics (team building, collaborative leadership, equipping others, etc.) and desire to understand the needs of different age groups and parents
5. Strong planning and organizational skills, including good written and verbal communication skills.
6. Ability to think/reflect theologically, with a commitment to the spiritual growth and discipleship of both self and the children

Terms of Employment:

1. The Coordinator of Children's Ministry is employed by the Staff Parish Relations Committee and shall work under the supervision of the Pastor
2. Employment is at will

Hours: 15 hours per week, schedule to be negotiated

Sunday Morning – 8:30-11:30 AM (required)

Mon-Thurs as negotiated

Staff meeting– Mondays 12-2 PM, when possible

Classroom & Lesson prep - 3

Administration - 2 hours

Expectation is that employee will fulfill required hours when church office is open in agreement with the pastor.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. While performing the duties of this job, the employee may need to lift up to 40 pounds; move tables, chairs and other equipment as needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Send resume: Rev. Maria Campbell 12850 Quivira Rd Overland Park, KS 66213 or
pastormaria@heritageumc.org

Addendum for Coordinator of Children's Ministry

Children's Ministries Activities/Events

Children's Education

Sunday School Classes – 2 yr. olds – 5th grade

Blessing of the Backpacks & Celebration Sunday (Sunday before school starts) – create curriculum

Christmas Pageant-

Children's Sabbath Service (children assist with worship) – March or April – after Easter

Vacation Bible School – meets Monday-Friday 5:30-8:00PM one week in June. (The children participate in worship on the Sunday following VBS)

3rd Grade Bibles – given during worship

Children's Events

Trunk or Treat (Oct.)

Easter Egg Hunt and Celebration –the Saturday before Palm Sunday