

JOB DESCRIPTION – CHILDREN'S MINISTRY COORDINATOR

MAIN STREET UNITED METHODIST CHURCH, GREENWOOD SC

Status: Part-time (20-25 hours per week) **SALARY:** Hourly wage; commensurate with experience

Reports to: Senior Pastor; Accountable to Staff Parish Relations Committee

Purpose:

To maintain a vital and growing program of biblical study and activities and care for children from birth through fifth grade. The primary task is to:

Love the children of Main Street Methodist Church

Encourage and nurture the children in their learning of the Holy Trinity

Responsibilities and Duties:

Sunday School:

- Select curriculum and equip teachers with all teaching materials
- Oversee C h i l d r e n ' s Sunday School and coordinate volunteer support

Vacation Bible School:

- Select curriculum, recruit and oversee volunteers in all aspects of VBS

C h i l d r e n ' s Extended Session Worship:

- Create weekly volunteer presenter schedule and provide scripture references for C h i l d r e n ' s Worship
- Provide activities and materials for Extended Session each week

Wednesday Night Engage

- Select curriculum and equip teachers with all teaching materials
- Oversee and coordinate volunteer support

Recruit and maintain volunteers; plan meetings, oversee training and background checks for:

- Sunday School teachers
- Nursery workers
- Extended Session helpers
- Wednesday night Engage helpers

Coordinate special events and programs for children

- Seasonal Activities
- Summer Programs

Assist with C h i l d r e n ' s music and drama in coordination with the Director of Music Ministries

Create and maintain budget for C h i l d r e n ' s M i n i s t r y

- Purchase materials needed for Sunday School, Nursery, Extended Session, VBS, and Special Events and programs

Attend and submit report at staff meeting and Church Council meetings

Attend and facilitate C h i l d r e n ' s Council Meetings

Cooperate and collaborate with church staff, specifically Directors of Youth and Music

Maintain clear and consistent communication with parents of children

Work with Communications committee to promote C h i l d r e n ' s activities through various mediums

Qualifications and Aptitudes:

Associate Degree or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities

Prior C h i l d r e n ' s Ministry experience preferred

Ability to work well with MSUMC staff members and deal with conflict in constructive ways

Demonstrate excellent work ethic in completing tasks, time management, attendance and promptness

Excellent written and verbal communication skills

Must be self-motivated and proven ability to work effectively with children, diverse individuals and volunteers

To Apply:

Submit a resume and a 2-4 minute (maximum) video statement of your vision and philosophy of child ministry's along with at least three reference names and contact information to:

Debbie Tharpe, Administrative Assistant – Debbie.tharpe@mainstreetgreenwood.org

Cc: Jim Kelly, Staff Parish Relations Chairperson – jkelly52352@gmail.com

Position will remain open until filled

Website: www.mainstreetgreenwood.org

Facebook: Main Street United Methodist Church @MSUMCGreenwood

Address: 211 Main Street N, Greenwood SC 29646

Phone: 864-229-7551