

Job Description for Children’s Ministry Coordinator of Bethlehem United Church of Christ

Title	Children’s Ministry Coordinator
Purpose	The primary purpose of the Children’s Ministry Coordinator (CMC) is spiritually preparing children at Bethlehem UCC for the challenges ahead in early adolescence and fostering a sense of clear Christian identity. The CMC will oversee the children’s ministry of Bethlehem UCC (infant through 5 th grade)
Accountability	Accountable to the congregation of Bethlehem UCC through the Senior Pastor (SP), Church Council and Youth Committee. The Personnel Committee, consisting of Council officers, is responsible for the CMC’s performance appraisal.
Responsibilities	<p>Programming- The CMC will promote and implement children’s ministry programs in a way that fosters a Christian identity in children and leaves children and parents eager to return. Programs include but are not limited to Sunday school curriculum, Sunday school teachers, children’s fellowship outings, Vacation Bible School, nursery scheduling and Children’s Church.</p> <p>Developing the Children’s Ministry Committee and Volunteer Team- The CMC, with the assistance of the SP and Youth Ministry Coordinator, will recruit and develop a strong children’s ministry volunteer team and meet regularly to ensure that each children’s ministry program has the necessary volunteers and that their efforts are well-coordinated to maximize their effectiveness.</p> <p>Primary Leadership- The CMC will serve as the “face” of the children’s ministry to parents, volunteers, church leadership, and the congregation.</p>
Relationships	<p>To governing board—Report to the Church Council. Attend meetings as needed and report monthly in writing on activities as outlined above.</p> <p>To Youth Committee —Report to the Youth Committee, attend meetings and submit monthly written reports to Council.</p> <p>To other church staff—Report to the Senior Pastor, participate in scheduled monthly staff meetings. Collaborate with Youth Ministry Coordinator on other unassigned youth and children’s events.</p> <p>To volunteers—With assistance from the SP, train, encourage and resource volunteers for effective children’s ministry.</p> <p>To parents and children—Know parents and children by name and, in coordination with the SP, be in contact with families welcoming new babies or visiting children in the hospital.</p>
Evaluation	CMC performance reviews and goal setting will be conducted annually by the Personnel Committee of the church. The annual review will include consideration of compensation and other benefits and recommendations to the Budget Committee.
Qualifications	<p>Christian Faith Background</p> <p>Education and Experience – with exposure to child development and/or experience teaching and caring for children.</p>

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	<p>Demonstrated Leadership Skills – in children’s activities. Ability to encourage and empower lay participation and</p> <p>Effective and Inspirational Communication – in fellowship, collaboration and writing.</p>
Other	<p>Ability to collaborate with staff and church leadership to help sustain a long-range plan for children’s ministry in harmony with Bethlehem’s mission and vision. Regular attendance during the Sunday School hour and at church services is important for fostering relationships with children, their families, and the congregation.</p>