



Position: Children's Ministry Coordinator

Reports to: Children's Ministry Director

Position Status: Part-Time, 10-15 hours a week

Position Summary: The Children's Ministry Coordinator is responsible for providing support for Children's Ministry programs (SPARK, Ignite, ReCharge, VBC, Special Events). This ministry position includes oversight to volunteers serving in the Children's Ministry areas with the sole purpose of encouraging all children to grow in their faith as Christian disciples.

Job Responsibilities and Duties:

1. Partner with the other Children's Ministry staff in providing leadership to children, their parents and volunteers in the Children's Ministry.
2. Help modify curriculum for weekly programming.
3. Prepare all curriculum supplies for Wednesday nights, weekends and help with special events.
4. Clean, organize and put away supplies from previous lessons.
5. Help organize and maintain the resource room area.
6. Available to assist volunteers as needed and help to organize volunteer schedules.
7. Help provide team support Wednesday nights, (1-3) Saturdays a month and three Sundays a month.
8. Work with the Children's Director and the Ministry team in the vision/strategy/planning that keeps with the overall vision of the church.
9. Assist in the recruiting and ongoing mobilization of volunteers in the Children's Ministry program.
10. Assisting with feature First Place Kids events in cooperation with the ministry team.
11. Attend weekly and monthly staff and admin meetings.
12. Attend Congregational Meetings.

Job Skills and Requirements:

1. Believer of Jesus Christ and dedicated to living out FMCM's mission of making disciples of Jesus Christ who love God, love others and serve the world
2. Excellent interpersonal skills and experience in conflict resolution
3. Excellent verbal and written communication skills
4. Experience with lesson planning
5. High administration experience recommended
6. Strong organizational skills/administrative skills
7. Familiarity with MS Word, MS Excel, Email, Google Drive, Google Sheets, Google Docs and Internet usage
8. Self-motivated and flexible
9. Experience working with children and parents in ministry
10. Ability to work independently or in a team-oriented environment
11. Ability to recognize and maintain confidentiality
12. Works efficiently and effectively during the hours the position requires