

# **Children's Ministry Coordinator**

SP3C.kids

*SP3C.kids* commits to making disciples of Jesus Christ in the Episcopal tradition. The Children's Ministry Coordinator (CMC) will work directly alongside the Children's and Youth Minister to provide a safe place for our children to be known, be loved and belong at St. Peter's Episcopal Church. The CMC must have a deep love for Jesus Christ and making him known, along with a passion for working with children.

## **CHILDREN'S MINISTRY COORDINATOR:**

This part-time salaried position will be a paid position for 10 months out of the year. The relational aspect of this job requires a commitment to fulfill the position for at least the remainder of the current school year (Aug-May). A bonus will be given upon the completion of a successful VBS to take place during the summer.

## **APPLICANT FOR THIS POSITION MUST:**

- Have an active faith centered around Jesus Christ
- Have a desire and the skillset to work with young children
- Exhibit an ability to effectively teach through storytelling while managing a classroom
- Be a team player who will work closely with and follow the direction of our Children's and Youth Minister
- Be self-motivated, hard-working, organized and responsible
- Be a role model to children, our adult volunteers and the community at large
- Pass a background check and attend a *Safeguarding God's Children* class every 5 years.

## **JOB DESCRIPTION:**

The CMC will plan, execute and oversee the parish's programming for our Pre-School and Elementary students.

1. Sunday School
  1. schedule minimum of 2 teachers in each class on every Sunday with programming
  2. work alongside the C&Y Minister to develop schedule and curriculum for the school year
  3. ensure teachers have the supplies they need each week (snacks, games, arts, etc)
  4. return and organize supplies after the program
  5. manage contact lists and parental communication
2. Vacation Bible School (VBS)
  1. work with C&Y Minister to develop curriculum, rotations and game plan for summer VBS
  2. coordinate volunteers to prepare for and execute VBS
  3. order & organize supplies, snacks and food
  4. help maintain budget for event, supplies and food
  5. communicate needs and plans with parish and broader Kerrville community
  6. execute VBS alongside C&Y Minister
3. Administrative Responsibilities
  1. meet regularly with the C&Y Minister throughout school year
  2. help recruit, train & maintain volunteer team
  3. create and distribute flyers for upcoming events
  4. maintain cleanliness & decoration of education rooms & hallways
  5. manage contact lists and parental communication
  6. routinely communicate to our parents & community through email and social media