



City Church

Children's Ministry Coordinator

City Church takes Jesus' command to make disciples seriously, and this commitment extends distinctively all the way to the very youngest members of our congregation. The Children's Ministry Coordinator is a key player in making that vision for discipleship a reality so that we can fulfill our mission to see the Gospel of Jesus Christ shape lives of the city for the city.

City Church belongs to the Evangelical Presbyterian Church denomination (www.epc.org). We are Reformed in our theology, Presbyterian in our government, Gospel-centered in our worship, and complementarian in our leadership. Doctrinally, we subscribe to the Westminster Confession of faith (https://reformed.org/documents/wcf_with_proofs/). Average Sunday attendance is 120+ adults, 50+ children (8 and younger). We currently have 7 elders and 3 deacons, alongside many willing and engaged volunteers. (To learn more about our leaders, please visit <https://citychurchstl.org/leadership>.)

Qualifications

- Fulfills the character qualifications for Deacon in 1 Timothy 3
- Firm understanding and commitment to the City Church vision
- Knowledge of best practices for ministry to children and families
- Excitement about implementing Sunday School curriculum
- Passion for discipleship of the youngest members of the church body
- Ability to recruit, train, and lead volunteers
- Skill and confidence with Microsoft Office and online software tools
- Demonstrated ability to independently take initiative and meet needs
- Ability to connect vision with execution through personal discipline and proactively leading volunteers
- Creative and strategic problem-solving skills in a variety of contexts

Overview of the Position

The primary responsibility of the Children's Ministry Coordinator is to work alongside the City Kids Advisory Board and the Director of Community to furnish the children of City Church (birth through 12th grade), along with their families, a safe, engaging, and interactive environment for age-appropriate discipleship and spiritual formation. This responsibility includes (but is not limited to): planning for and provisioning Sunday School on Sunday mornings (volunteers, prepared materials, supplies, security and check-in/out procedures, environmental design, etc.); recruiting,

training, and caring for a team of volunteer teachers and helpers; creating opportunities for further connection for children and their parents outside of Sunday morning services; collaborating with the Board and Director of Community on ministry design, special events, and holistic family discipleship.

Duties and Responsibilities

During the Week

- Work with teachers to ensure Sunday School lesson plans are provisioned
- Purchase and maintain necessary supplies
- Prepare and fully set-up needed activities and materials for Sunday morning
- Recruit, train, and equip a team of volunteers passionate about serving and discipling children in the gospel
- Create and maintain volunteer schedule, including making accommodations for necessary schedule changes
- Communicate with volunteers about serving plans, policies, and procedures
- Follow-up with new-comers, new parents, and care needs
- Create and maintain a safety and security policies and procedures manual
- Attend and participate in Church Staff Meeting
- Plan and execute connection opportunities (Coffee & Play, New Moms' Brunch, etc.)

During Sunday Morning Service

- Work with Welcome Team to ensure smooth check-in
- Connect with new families and assist them with check-in and finding their child's class
- Run pre-service meeting with volunteers
- Serve in a classroom when necessary

Other/Ongoing

- Create and fill-out baptism certificates, log baptism dates in Breeze
- Work with Church Administrator to oversee *Ministry Safe* background checks and sex abuse prevention training system
- Create and submit an annual ministry plan, including calendar of events
- Provision special worship emphases (Palm Sunday, Mother's Day, Family Sunday, etc.)
- Plan, prepare, and execute special Children's Events (Christmas Pageant, Advent Party, Bike Race, VBS, etc.)
- Other duties as assigned.

Status: Part-time, non-exempt (15-20 hours per week)

Schedule: Tuesday in office for Staff Meeting, Sunday morning, work primarily done from office (some remote work is allowed with supervisor permission)

Benefits: Phone stipend

Reports to: Director of Community