

**SPRINGDALE PRESBYTERIAN CHURCH
POSITION DESCRIPTION**

Title: *Coordinator of Children and Youth
Ministry*
Ministry: *Spiritual Nurture*
Reports to: *Pastor*
FT/PT: *Part-time, approx. 20 hours/wk*

For Personnel Committee Use Only

FLSA Code:

Supervises: **Nursery staff and volunteers,
children's education volunteers**
Approved by:
Effective Date: **xxxxx**
Revision Date: **Xxxx 2022**

Position Purpose

To provide leadership and coordination of ministries and programming for children ages 0 through high school.

Responsibilities

- Plan, in conjunction with Pastor and Spiritual Nurture Committee, and coordinate children's ministries and programming:
- Classroom/Sunday School
- Integrated participation in worship
- Nursery staffing and care
- Intergenerational Worship Space in sanctuary during worship
- Special programming (Easter and Christmas seasonal events (Egg-vent and Advent event); summer musical or similar camp, Halloween activities, trivia nights, etc.)
- Provide, or coordinate provision of, brief Children's Message during Sunday worship
- Select, modify, and/or create children's and youth educational curricula
- Develop children's bulletin or other needed materials for use in Worship Space
- Coordinate acquisition of congregational volunteers as needed for Nursery, Sunday School, and sanctuary Worship Space
- Provide training of volunteers as required for:
- Curriculum implementation
- Volunteering in Classroom(s), Nursery, Worship Space, special events, etc.
- Provide specific training of all volunteers regarding Vulnerable Populations Protection Policy and the Springdale Welcome Statement
- Be an advocate for children and youth and educate the congregation about the hopes, concerns and needs of youth in the local church and community.
- Establish and maintain regular communication and develop relationships with families regarding children's ministries and programming
- Other duties, as assigned.

Recommended Education/Experience

Three to five years of experience providing Christian education. Current understanding of emerging trends in children's ministry and congregational dynamics

Special Qualifications

A Certified Christian Educator preferred, or comparable experience and demonstrable skill in children's/family ministry, or comparable experience.

Attendance

Regular attendance is essential for satisfactory performance in this position:

- Sundays 9:00-12:30, unless worship has officially been canceled due to weather or other emergency
 - In person attendance in staff meetings Monday mornings at 10:30am is highly preferred, but video or telephone conferencing will be possible
 - In-person attendance at the church as needed to successfully complete job duties
-
-

Work Conditions

Extremely active, professional office and vibrant church environment.

Physical Effort

Primarily sitting with some standing and walking.

Job Hazards Or Danger

Low degree of physical danger associated with this position.
