

COORDINATOR OF CHILDREN'S MINISTRIES
(Draft 8/10/2022)

Springdale Presbyterian Church, a forward-thinking church congregation in northeast suburban Louisville, has an immediate opening for a part-time Coordinator of Children's Ministries. The person filling this position is responsible for developing and coordinating spiritual nurture/Christian Education ministries and offerings for the 250-member congregation, and reports directly to the Pastor/Head of Staff. This position is for approximately 15 hours/week, including Sunday mornings.

Qualifications

The ideal candidate for this position will have

- minimum three years' experience coordinating spiritual nurture/Christian education, especially with regard to children's ministries for children up to sixth grade
- Bachelor's Degree in a field including some study in child development and education, or demonstrated similar experience and skill
- sound knowledge of the Christian scriptures and a personal commitment to the Reformed theology held by the Presbyterian Church (USA)
- certification as a Certified Christian Educator in the Presbyterian Church (USA) is desirable, but not a requirement
- strong organizational and interpersonal skills, and a demonstrated passion for Christian Education
- Excellent verbal and written communication skills
- Experience with Mailchimp mass emailing and Weebly website editing, in addition to standard Microsoft Office applications (Word, Excel, Publisher, PowerPoint)
- Some familiarity with CDM+ or similar church data management software is desirable, but not a requirement

The ideal candidate must be comfortable working with children and families of all types/makeups, within the environment of a "mainline" Protestant congregation with generally progressive theological views, and that has adopted the following Welcome Statement:

"We believe that we're called to the ministry of love and reconciliation in the world through our Lord Jesus Christ, and that includes everyone.

"We believe that the diversity of our world is a gift from God to be embraced. We celebrate our human family's full diversity of race, ethnicity, refugee or immigrant status, sexual orientation, gender identity, age, spiritual or faith history, economic status, marital status, physical and mental ability, and education. We welcome all who have previously known the pain of exclusion, discrimination, abuse, or intolerance in either the church or society.

We affirm that all people are created in the image of God, are loved by God, are called by God, and are deserving of love and human dignity. Because of that, we welcome all people into full participation in the life of the church."

Detailed Job Description – see below

Contact/Direct resumes to: pastor@springdalechurch.org

**SPRINGDALE PRESBYTERIAN CHURCH
POSITION DESCRIPTION
(Draft 8/10/2022)**

For Personnel Committee Use Only

Title: *Coordinator of Children's Ministry*
Ministry: *Spiritual Nurture*
Reports to: *Pastor*
FT/PT: *Part-time, approx. 15 hours/wk*

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 elementary 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, etc.)
- Provide, or coordinate provision of, brief Children's Message during Sunday worship
- Select, modify, and/or create curricula for children's educational classes
- 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
- 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.
