

POSITION DESCRIPTION: CHILDREN'S MINISTRY COORDINATOR

SALEM FIRST PRESBYTERIAN CHURCH

JOB TITLE: Children's Ministry Coordinator

SALARY: DOE

HOURS: Up to 15 hours per week

SFPC MISSION: We are a community of ordinary people experiencing and embodying God's extraordinary love.

SUMMARY: Children's Ministry (CM) is a part-time position. CM Coordinator will understand the mission of Salem First Presbyterian Church and be responsible for the development and implementation of all programs, activities and educational aspects related to children's programming at Salem First.

RESPONSIBILITIES AND REQUIREMENTS:

1. Growing personal relationship with Jesus Christ evidenced by action, attitude, and behavior
2. Excellent interpersonal and communication skills
3. A sincere love and concern for children
4. Experience in early education and or Christian education
5. Ability to establish and maintain relationships of respect, trust and cooperation with supervisor, parents and children
6. Collaborate with supervisor to develop and implement the vision of children's ministries at SFPC
7. Develop and maintain an active Sunday School program:
 - a. Supervise and develop all Children's Ministry staff and volunteer teachers
 - b. Purchase and organize curriculum & supplies for classroom, nursery & other potential activities
 - c. Maintain resource room, classrooms, nursery, bulletin boards
 - d. Implement effective check-in/check-out system for Sunday School
 - e. Correspond with children and parents, as needed
 - f. Prepare refreshments for children's classes, as needed
 - g. Record attendance for Sunday School classes
 - h. Record Sunday School offerings & report to Financial Office
8. Provide strategic leadership and planning initiatives to Children's Ministry to implement year round children's programming
9. Responsible for Children's Ministries budget
10. Implement all discipline, safety and security processes for Children's Ministries in cooperation with Session and its policies
11. Complete a background check and become Infant/Child CPR certified

**This document is subject to change without notice.*