

## Children's Ministry Coordinator

### Job Description

#### Lake Gibson United Methodist Church (LGUMC)

#### Position Summary

An effective coordinator that encourages children in the congregation and community to grow in faith as Christian disciples. The coordinator will work with other church and community leaders to address the needs of children (infant – 5<sup>th</sup> grade) so that all God's children grow in strength and wisdom.

#### Qualifications:

- Is at least 21 years old
- Has a combination of these spiritual gifts: servanthood, teaching, encouragement, leadership, administration and shepherding.
- Has prior effective ministry leadership and evidence of active and growing commitment to faith formation of children (and understands children youth culture of today).
- Shows evidence of active and growing discipleship.
- Demonstrates at least a basic knowledge of child development
- Agrees with LGUMC's vision and mission
- Able to speak and read English and has effective verbal and written communication skills
- A team player with effective relational skills (works well with others)
- Passes the Level 2 Florida State Background Check
- Annually attends the Florida UMC Child Protection Policy Class
- Provides two written references (non-family members)

#### Responsibilities:

- Sets the vision for a children's ministry (as it relates to LGUMC's mission and vision) with a plan to carry it out
  1. Creates outreach evangelism programs, activities and events
  2. Plans spiritual growth programs, activities and events that include opportunities for children to worship, fellowship with each other, learn biblical truths and apply them to their lives (spiritual growth)
- Recruits and trains volunteer leaders
- Builds and maintains relationships with children (both church and unchurched) in local community
- Builds and maintains quality relationships with parents
- Meets regularly with other children ministry workers to encourage each other, shares ideas and experiences, and prays for the community
- Attends area children's events
- Develops the children ministry budget
- Provides regular reports to the senior pastor of goals, accomplishments, monthly attendance reports, prayers and praises
- Regularly attends church staff and Administrative Council meetings

- Yearly attends religious educational classes/events to enhance own professional growth

Policies:

- This is considered a salaried part-time ministerial exempt position with flexible hours
- A copy of the Personnel Policies and Procedures Handbook for members of the Staff of LGUMC is attached and made part of the Job Description

Approvals:

Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Original in Employee Personnel File

Copy to Employee

Form approved: 1/17