

Children and Family Ministries Coordinator **Shady Grove United Methodist Church**

Date: November 12, 2021

Reports To: Director of Discipleship

Schedule: Regular Part-Time

Designated Focus: Children and Family

Job Purpose:

Our mission is to reach out and serve all people as we grow in relationship with Jesus Christ and each other.

The Children and Family Ministries Coordinator will develop and oversee Christian Faith Formation and Discipleship development with children and their families. Scope of the direct ministry is with children from age birth to fifth grade and their families, with an overall goal of providing opportunities for children and families to grow closer to God and become more like Jesus. Collaborative work with other staff and ministry teams engaged in spiritual faith formation will be essential as well.

Responsibilities and Accountabilities:

1. Provide relational ministry and care to children, families, and servant volunteers by overseeing all aspects of Sunday morning church school, weekly small groups, Vacation Bible School, and other related activities and events.
2. Recruit, train, and manage servant volunteers, equipping parents or other guardians to be co-laborers in ministries such as teaching, VBS, small group leadership and other supporting roles.
3. Coordinate with staff, committees, and teams to ensure smooth implementation of events and activities. Engage children in experiential events within the church and community.
4. Manage routine administrative and operational tasks to help the ministry succeed.

Minimum Qualifications:

Education: High School diploma

Experience: Experience in Christian spiritual formation of children in a church environment.

Other Minimum Qualifications: Strong communication skills. Demonstrated ability to organize, motivate and manage multiple tasks at a time. Background check required.

Note: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the church.