

Bartlett United Methodist Church
Job Description

Job Title: Coordinator of Children and Family Ministries

Job Objective: This position will have responsibility for coordinating all aspects of ministry—outside of music—involving children ranging from birth through sixth grade, and their families.

Job Responsibilities:

- Work closely with the Children’s Council in the selection of Sunday School curriculum and in the recruitment and training of teachers and volunteers.
- Conduct teacher and volunteer training in the Church’s Safe Sanctuary procedures including the maintenance of required records.
- Coordinate with pastoral staff to prepare “Children’s Message” during the Sunday morning worship services and other services as assigned. Responsible to deliver the message or arrange volunteers.
- Coordinate with pastoral staff and prepare lesson and craft for “Children’s Church”. Responsible for leading or recruiting volunteers to lead Children’s Church on a weekly basis.
- Plan and coordinate activities for children to foster growth in their Christian faith coordinating with the Children’s Council to ensure multi-faceted discipleship programs inclusive of VBS, Dayshore, sixth grade discipleship, Confirmation Class, and other opportunities for mission, service, and spiritual development.

Additional Tasks and Responsibilities

1. Compose monthly newsletter article.
2. Maintain all Sunday school supplies in closets.
3. Be available and visible for Sunday school teachers on Sunday mornings.
4. Provide leadership and coordination for all special events for children and their families, including seasonal events.
5. This position will have supervisory responsibilities for all nursery workers.
6. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time.

Qualifications:

- Must be 21 years of age or older.
- High School diploma required; College Degree (Early Childhood/Elementary Education) preferred.
- Prior work experience in a similar or related field.
- Ability to relate to children and parents and motivate and recruit volunteers.

Physical Demands

- This position has physical demands and applicant must be able and mobile to accommodate working with children.

Time Required: This is a part-time position and will include work during programming hours that occur outside of normal office hours.

Supervisors: Pastors and Staff Parish Relations Committee