

First Presbyterian Church
10 West Liberty Street
York, South Carolina 29745
(803) 684-2356

Position: Children's Ministries Coordinator

Reports to: Minister, Coordinating/Personnel Committee

Supervises: Adult Volunteers

Purpose of Position:

Serve as the administrative coordinator and hands-on leader of the Children's Ministries of First Presbyterian Church in coordination with the Family Life Programs Committee.

Qualifications:

The Coordinator of the Children's Ministries is a professional staff member who must be able to relate and minister to children (birth-6th grade) and their parents in an effective and inspiring manner. This position requires faith in Jesus Christ as Lord and Savior, as well as significant experience (volunteer or staff) in children's ministries. This position requires high moral standards, the ability to juggle several responsibilities at once and love for the church and its people. A Bachelor's degree is preferred but relevant experience can replace the degree preference.

Work Schedule:

This position will require approximately 12 hours per week on average including Sunday mornings, Wednesday evenings and some monthly evening meetings.

Duties and Responsibilities:

- Participate in staff meetings and consult regularly with the minister.
- Participate in and provide staff support for Family Life Programs Committee meetings.
- Support and provide weekly leadership for the Sunday school program. Recruit and train children's teachers and select curriculum.
- Attend worship and provide children's message on a rotational basis.
- Develop and resource Wednesday night faith-nurturing activities for children.
- Direct Vacation Bible School.
- Be responsible for regular communications involving children's activities.
- Coordinate the recruitment, training, and scheduling of volunteers for children's programs such as Junior Church, acolytes and nursery helpers.
- Promote participation in Bethelwoods summer camp ministry.
- Review rolls regularly to encourage participation of all children in the programs and activities of the church.

- Manage all Christian education resources, craft and classroom supplies.
- Coordinate children's and youth athletic programs.
- Oversee and promote children's music program.
- Continue to enhance effectiveness as a Coordinator of Children's Ministries by participating in continuing education events relevant to this position.
- Within the time constraints of the position, fulfill any other responsibilities related to the children's ministry of First Presbyterian Church as delegated by the Pastor and/or Session.

Scope of Authority: Authority as delegated by the Coordinating/Personnel Committee.

Standards of Performance:

Performance and compensation reviews are established annually by the Session's Coordinating/Personnel Committee and will be based on effective completion of duties and responsibilities as listed here within.

Benefits: See Personnel Policies and Terms of Employment

Salary Range: Part-time (\$12-\$18 per hour range depending on experience and education)

Contact Information:

Please send resume with references to:

Jane Guerry
Coordinating and Personnel Committee
First Presbyterian Church
10 West Liberty Street
York, South Carolina 29745

Email: jguerry@york.k12.sc.us

Home Phone: 803-684-2436

Visit our web site: <http://www.fpcyorksc.org>