

Walnut Hill Community Church

Position Description

Position: Children's Ministry Coordinator (New Milford)

Reports To: Campus Pastor/Director

Ministry Support: Pastor of Leadership Development (Craig Horne)

Position Overview: Part Time Contract Position (Averaging 15 hours per week)

The Children's Ministry Coordinator will take the lead role in the development of Children's Ministry for the New Milford campus. He/She will work with and develop campus related volunteer teams under the leadership of the Campus Pastor/Director and will participate in the development of the overall ministry strategy for the New Milford campus. This person should have a passion for influencing children's lives with God's love and the ability to inspire and equip others to participate in that endeavor. He/She will receive support and ministry direction from the Children's Pastor.

Specific Responsibilities: (including but not limited to the following)

- Be able to teach curriculum selection for Preschool, Nursery and Grade School programs.
- Direct the recruitment and training of volunteer staff.
- Coordinate volunteers and programming for multiple services.
- Keep accurate records for both children and volunteer staff.
- Assist with the coordination of and attend special ministries and events.
- Assist the Campus Pastor with evangelistic special events and activities to draw in children and families.
- Coordinate the acquisition of supplies needed while managing campus Children's Ministry budget.
- Communicate regularly with the Campus Pastor to determine the best programs, camps and other activities that may be campus specific.
- Create links of communication between Children's Ministry Team (under the leadership of the Family Pastor) and campus teams (under the leadership of the Campus Pastor).
- Coordinate proper communication with children, volunteers, and parents.
- Implement and review safety and security policies.

Qualifications, Gifts, Strengths:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Stable, mature Christian.
- Unwavering commitment to Jesus Christ demonstrated through Christian maturity.
- Member of Walnut Hill Community Church and commitment to the church's doctrinal stances

- Calling and passion to see the people of God cared for and nurtured.
- Able to communicate well with children, parents and volunteers.
- Cheerful and Energetic.
- Trustworthy, anticipates needs without oversight, good organizational skills, focus on the tasks at hand and efficient follow-through.
- Strong interpersonal skills in working with a variety of personalities and situations.
- Strong communication abilities in writing, on the phone, and face-to-face.
- Conviction that community is an essential aspect of the Christian life.
- Discretion, perseverance, patience, flexibility, sense of humor, team spirit, genuine caring and relational intelligence.
- Degree in Elementary Education or Early Childhood Development is not necessary but desired.
- Experience in children's ministry leadership.
- Extensive experience with Microsoft Office and an ability to quickly learn church management software.
- Ability to read, analyze and interpret educational materials.

Comments:

The above statements are intended to describe the general nature of this job and the level of work performed in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by this position. The position will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisors.

With church growth this position and its duties may change. Hours will also be flexible with special projects.