



## PEACE UNITED CHURCH OF CHRIST

1111 N. 11<sup>th</sup> Avenue E, Duluth MN 55805

**Job Title:** Children's Ministries Coordinator

**Terms of Position:** Part-Time with specific hours and schedule to be developed

Peace United Church of Christ is a vital and progressive Christian congregation with a growing number of families with children. This position will develop and manage the children's Christian ministries program in coordination with the Lead Pastor, Faith Formation Minister and the Children's Ministry Team.

### **DUTIES AND RESPONSIBILITIES:**

#### Children's Christian Education

Work in collaboration with the lead Pastor, Faith Formation Minister and Children's Ministry team and volunteers to:

- Serve as a key resource person for the Children's Ministry Team;
- Oversee curriculum screening, selection and purchase;
- Facilitate program/curriculum and volunteers for Sunday School, Vacation Bible School and Christmas pageant;
- Develop and coordinate the Peace Church children's Christian education program on Sunday mornings and Wednesday evening children programs including Kid's Club for 2<sup>nd</sup> – 5<sup>th</sup> graders;
- Lead the Sunday morning Christian education opening worship time and/or coordinate volunteers to lead this time;
- Lead Children's Time during Sunday worship (1 time per month)
- Develop activities that encourage children to participate in worship;
- Offer programs and resources that help parents encourage and nurture the faith development of their children;
- Coordinate acolytes for second-service Sunday worship services.

#### Nursery

- Coordinate with Childcare Team to manage and supervise Peace nurseries' hired staff and volunteers during worship and other program services;
- Work with the Children's Ministry Team to implement a system for assuring safety and comfort of children during nursery care.

### Administrative, Training and Development

- Seek and participate in professional development church educator workshops, networking events and conferences, subject to time and financial constraints;
- Communicate, organize and lead monthly Children's Ministry Team meetings;
- Prepare monthly articles regarding children's activities for the Peace Bell;
- Prepare regular email reminders of activities;
- Prepare announcements of events and needs during worship;
- Participate in planning and supporting intergenerational events.

### **ACCOUNTABILITY**

The immediate supervisor is the Faith formation minister with oversight by the Lead Pastor. There will be weekly meetings to review schedules, program ideas and performance. Performance will be reviewed annually with the Lead Pastor, Faith Formation Minister and a member of the Human Resources Committee.

The Staff of Peace Church work together as a team and there is an expectation that this person would also "Contribute to a collegial working environment for all staff and strive to be Christ's witness in the world. Promote an atmosphere of cooperation, mutual respect, and growth within the staff and the church congregation."

### **QUALIFICATIONS:**

Examples of qualifications for this position include, but are not limited to:

- education and/or experience in early childhood education, youth programming, elementary education, Sunday School programs, children's music
- ability to relate to children and youth and stamina to keep up with them
- good organizational skills
- ability to build trust with children and their parents