

**Purpose & Function:** The purpose of the Children's Ministry Coordinator position is to provide ministry guidance and organizational infrastructure for children's ministries so that potential volunteers can become involved and ministry leaders can focus on their ministry.

The function of the Children's Ministry Coordinator position is to help guide and facilitate ministries for children from birth to grade 5, working with volunteers in a culturally diverse setting under the leadership and supervision of the Rector.

**Responsibilities:**

- Advocate for the place of children and children's ministries in the life of the church.
- Look for ways for the culturally diverse body of the church to reach its full potential within children's ministry.
- Monitor the needs of the children's ministry, its leaders, and volunteers. Intervene where needed, direct additional resources, or raise issues and needs to the church leadership as appropriate.
- Act as the primary staff contact person overseeing children's ministries up to grade 5.
- Recruit volunteers for all applicable children's programs.
- Oversee resources and training aspects of the children's ministry.
- Plan, analyze, implement, and communicate regarding children's ministry activities.
- Ensure safe church protocols are followed.
- Must be available for Sunday morning engagement at Messiah Episcopal Church. Occasional evening meetings with volunteers and lay leadership may be at locations other than the church; must be able to provide transportation for self. Periodic meetings with Rector for supervision and coordination are expected. Availability for weekly staff meetings on Tuesday morning is preferred.
- Other responsibilities and tasks that may be requested from time to time.

**Hours and rate of pay:** This is a 0.2 FTE position, with a rate of \$397 per two-week pay period. This position qualifies for four weeks of prorated (i.e.  $0.2 \times 20 \text{ days} = 4 \text{ days}$ ) vacation time per year beginning after 3 months. No other benefits are available for this position.

**Character:** This person should be a passionate follower of Jesus. They should demonstrate integrity, empathy, personal initiative, and display a commitment to the ministry of Messiah Episcopal Church, which is Trinitarian, liturgical, Christ-centered, Gospel-focused, reliant on God's grace, and thankful for God's forgiveness of sins.

**Qualifications:**

- Preferred experience in leading children's ministry with a familiarity with Montessori approaches to children's ministry (e.g., Catechesis of the Good Shepherd).
- Preferred experience working with a cross cultural population.

- Preferred specialized training (e.g., working with children, ministry).
- Willing to call Messiah their church home.
- Training and/or experience working with and understanding the developmental needs of children birth through grade 5.
- Strong organizational skills, particularly working with volunteers.
- Collaborate well with others
- Strong verbal and written communication skills. Able to craft brief, periodic written reports and communicate status and needs of children's ministry and written materials such as announcements and fliers.
- Ability to communicate with parents and volunteers by text and email on a regular basis. Personal cell phone and computer use is assumed.
- Able to complete "Safe Church" training.
- High school diploma or equivalent preferred.

To apply please send a resume and cover letter to: [info@messiahepiscopal.org](mailto:info@messiahepiscopal.org).