



FOOTHILLS

C H R I S T I A N C H U R C H

Children's Ministry Coordinator

Part-time

Reports to: Senior Pastor, in coordination with Associate Pastor, and Spiritual Development Chair

Status: Part-time, hourly (10-12 hours/week, including an average of 4 contact hours each Sunday and 6 to 8 additional hours per week)

Job Summary

The Children's Ministry Coordinator develops, promotes, and implements faith-forming activities for children from birth through 5th grade. This role builds healthy, supportive relationships with children and their families, helping to create a welcoming and hospitable atmosphere where families feel known, supported, and encouraged. The Coordinator models a Christ-centered life and reflects care and love as children grow in maturity and faith. The Coordinator works closely with the Pastoral Staff as a direct supervisor and collaborative partner, and with the broader staff and congregation, to live out the church's mission to worship, learn, and serve.

Essential Functions

- Builds relationships with children and families that foster faith development, spiritual maturity, community, and a sense of belonging within the life of the church.
- Helps cultivate a hospitable, safe, and inclusive environment for children and families, particularly on Sunday mornings and during church-wide events.
- Seeks to accommodate and adapt children's ministry programs to support children with diverse learning styles and sensory needs, including children on the spectrum of neurodiversity, in partnership with families.

- Recruits, trains, equips, and supports volunteers to serve effectively in children's ministries, including providing guidance and training related to hospitality, child safety, and inclusive practices.
- Maintains communication related to children's ministries, including email lists, newsletter updates, website content, bulletin blurbs, and announcements.
- Manages and expands Sunday children's ministry programs, including Children's Worship and Wonder (preschool–2nd grade) and Kingdom Kids (3rd–5th grade), by scheduling volunteers, stocking supplies, and reviewing curriculum.
- Oversees the administrative aspects of children's ministries, including budgeting and fundraising, volunteer scheduling, and ensuring compliance with the church's Child Protection Policy.
- Leads the children's moment in worship at least once per month.
- Supervises and schedules nursery attendants.
- Directs the church's summer Vacation Bible School program.

Minimum Qualifications

- Mature and active faith commitment to Jesus Christ with love for the church and appreciation for Disciples tradition.
- Working towards or completed a Bachelor's Degree (ideally in Education or Religious Studies or equivalent) with computer literacy.
- Experience either as a participant or as a leader in active youth settings.
- Demonstrated leadership in project completion and fundraising.
- Excellent interpersonal skills
- Able to pass sexual misconduct background checks and willing to submit to background check and drug testing
- Valid driver's license, auto insurance, and reliable transportation.
- Ideally 21 years of age or older

- Respect God's love for all people by aligning with Foothills' values of diversity, equity, and inclusion.

Core Competencies

- **Ethics and Values:** Honors the core values and beliefs of our church in choice of behaviors, consistently embodies appropriate behavioral choices in both stressful and non-stressful situations, practices the behaviors advocated to others, able to maintain confidentiality appropriately.
- **Team Building Skills:** Guides leaders and participants in the process of sharing best practices, identifying and solving common problems. Works with leaders to regularly assess the health of the youth ministry. Recognizes dysfunctional team behavior and redirects it into functional behavior. Creates and communicates vision, direction, and goals for the ministry.
- **Time Management:** Works hard and is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; plans and organizes appropriately for church, staff, and congregation schedules; values time and respects the time of others; concentrates efforts on the most important priorities; can appropriately balance priorities.
- **Verbal and Written Communication:** Is able to deliver a message clearly, whether spoken or written; demonstrates communication styles appropriate to the situation at hand; employs correct grammar, punctuation, and patterns of speech.
- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.
- **Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by example and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology that aligns with Disciples identity and practices.