

Position: **Early Childhood Coordinator / Family Ministry Assistant**

Reports to: Children's Minister

Overall Goal: Oversees the Early Childhood Department of First Christian Church, including Sunday morning programming and other activities for families with young children. Assist Family Ministry Team members with various administrative tasks.

Qualifications: Prior experience (professional or volunteer) with preschool-age children, working with volunteers and general office administration.

General Qualities:

- **Belief:** A professed belief in Jesus Christ as a Personal Lord and Savior, with the ability to present a positive image to the public as a representative of Jesus Christ and First Christian Church.
- **Spiritual Growth:** Have regular spiritual growth patterns such as personal Bible study, an active prayer life, a Life Group and/or Sunday School class, regular worship attendance, and biblical financial habits.
- **People focused:** Show Christ-like love to others through compassionate support and empathy.
- **Initiative and Problem-solving Skills:** Ability to be self-motivated; prioritize and manage workload and analyze problems and issues. This includes:
 - Good time management skills and being attentive to details.
 - Problem solving and decision making
 - Flexibility and willingness to adapt/alter plans according to changing needs.
- **Communication skills:** the ability to communicate with children, parents, volunteers, and church staff through active listening, speaking, writing
- **Attitude:** Positive, energetic, and enthusiastic outlook
- **Team Work:** Working with others in a spirit of cooperation, including delegation and collecting feedback for continuous improvement.

Leadership and Administration: (10-11 hrs./week)

- Oversee and manage all aspects of Early Childhood ministry
- Provide leadership to cast vision, recruit, train, empower and maintain ministry volunteers.
- Make sure all areas of EC are set up for Sunday morning
- Be present Sunday mornings to build relationships with parents, encourage volunteers, answer questions, etc. (be the "face" of Early Childhood, help kids/parents feel comfortable)
- Provide an atmosphere where preschool children get to experience Jesus in accordance with ChildSafe policies.
- Build intentional relationships with volunteers and parents
- Look for creative ways to engage children
- Research and order curriculum that best supports the goals of FCC's Children's Ministry and offers the best resources for volunteers.

- Request teaching supplies and materials that supports the curriculum
- Curriculum management-plan lessons/activities for Sunday morning
- Coordinate with TRC/Kathie on EC supplies needed
- Collaborate with ministry team leaders/volunteers/facilities to make sure rooms are clean, stocked and ready for use (include restock of cleaning supplies, toy cleaning, regular carpet cleaning)
- Prepare, implement, and monitor Early Childhood budget (w/Children's Ministry)
- Plan special events – Baby Dedication, etc.
- Work with the Family Ministry Team in overall planning and visioning, and goal setting.
- Grow in leadership through conferences and/or professional development resources
- Seek out / offer training events for volunteers
- Consult with other ministry areas to provide for childcare needs (Evening Bible studies, etc.)
- Work with Children's Minister to know/coordinate safety procedures (volunteer application, safety procedures and drills)

Family Ministry Assistant responsibilities include: (8 hrs./week)

- Manage background checks for all Family Ministry volunteers (checks needed every 3 years)
- Quarterly curriculum printing for Early Childhood / Children's Ministry
- Serve as co-coordinator for children's/youth events and trips (sending details, reminders, follow-ups, etc.)
- Help to enhance FCC Family Ministry communications and social media presence (Facebook, Instagram, website, newsletters)
- Be an active participant in all Family Ministry meetings and other meetings as requested
- Assist as needed with major all-church projects and/or coverage of reception/Front office desk.
- Be willing to accept additional duties as deemed necessary, and to follow all Policies and Procedures of First Christian Church.