



POSITION TITLE: Coordinator of Children's Ministry, part-time position (30 hours per week)

INCUMBENT NAME:

SUPERVISOR'S TITLE: Director of Children's Ministries

SUPERVISOR'S NAME: Becky Woods
Approved by Session 3/4/25

POSITION SUMMARY

Under the general direction of the Director of Children's Ministry of ZPC, the Coordinator of Children's Ministry is to assist in implementing the vision for the NextGen ministry at ZPC with specific emphasis on teaching, planning and preparing weekly activities, and nurturing children and families within our church toward living as fully-devoted followers of Jesus. The Coordinator of Children's Ministry must also build and empower teams of adult servant leaders to help accomplish this ministry.

PRIMARY RESPONSIBILITIES

- Plan weekly activities and teach as part of the children's ministry staff as a co-visionary, designer, and catalyst for the spiritual development of children alongside their families.
- Provide innovation, design guidance, and coordination of age-appropriate learning.
- Work with NextGen staff to provide integrated scope and sequence across the full spectrum of children and youth ministry.
- Develop, manage, and execute alongside the NextGen team the following annual events:
 - Family Easter experience - Spring
 - Vacation Bible School - June
 - Trunk or Treat - October
 - Family Christmas experience - December

Ministry Duties

- In the context of the overall mission and vision of ZPC, implement vision and help facilitate discipleship opportunities for children and their families.
- Recruit, train, and build teams of volunteers for children's ministries (including, but not limited to: large group instruction, small group instruction, youth volunteers, and adult classroom helpers).
- Recruit, train, and build teams of childcare providers for all childcare provided at ZPC.
- Minister to and communicate with parents and families of children's ministries.
- Develop and coordinate events that extend the NextGen ministry outside of the classroom (such as VBS, Christmas Eve services, fall outreach, children's choir, etc.) with the NextGen team.
- Organize and coordinate with ZPC MomCo (The Mom Community) volunteer leadership.
- Collaborate with the NextGen team and ZPC staff members as needed.

Administrative Duties

- Assist with all children's ministry needs; fill in for classrooms and handle emergencies when needed.
- Implement curriculum and maintain supplies for children's ministries.
- Maintain the Children's Welcome Center; recruit and train volunteers, maintain technology, make updates as needed.
- Serve as staff liaison for MomCo ministry.

Other responsibilities:

- Prepare and administer an annual budget for children's ministry in conjunction with the Director of Children's Ministries.
- Serve as an active and responsible member of ZPC staff. Active participation includes, but is not limited to, staff meetings, conferences, and retreats.
- Conduct oneself in a Christ-honoring manner at all times.

EXPECTATIONS

- Must be a fully committed follower of Jesus Christ, actively growing closer and deeper in relationship with Him.
- Must maintain a deep and abiding trust in Jesus Christ as Lord and Savior, being a model of servant leadership.
- Theologically, must be evangelical with deep appreciation for the authority of Scripture and an unswerving commitment to a Biblically-based lifestyle.
- Striving for a high personal level of godly character and Christian values.
- Overall beliefs must be consistent with the ZPC Statement of Beliefs.

EDUCATION AND SKILLS REQUIRED

Education and Experience:

It is strongly preferred that this individual possess a Bachelor's Degree in a related field such as Christian Education, Elementary Education or similar. Directly related work experience may qualify in lieu of a degree.

Demonstrated Skills:

- Organizational skills.
- Enlisting, encouraging, and mentoring others in ministry.
- Working effectively in a team environment.
- Interpersonal communication skills.
- Excellent communication skills, both written and verbal.
- Nurturing discipleship relationships with children.
- Planning, organizing, budgeting, and time management.
- Awareness of culture and trends, specifically as it relates to children and parenting.
- Listening to and encouraging parents of infants and young children.
- Commitment to continued personal and vocational development.