

## POSITION DESCRIPTION

The Children's Ministry Coordinator will manage aspects of the Children's Ministry under the supervision of the Pastor to Children and Families. The Children's Ministry Coordinator is responsible for the day-to-day operations of the Preschool and Elementary areas of the children's ministry, including but not limited to: Sunday morning programming; recruiting, developing, scheduling, and retaining volunteers; connecting with families; other clerical duties related to the role as needed. The ideal candidate will be comfortable engaging with large groups of people during Sunday service times and be able to recruit, equip, encourage, and spiritually challenge volunteers weekly while modeling servant-style leadership within a growing and diverse congregation.

## QUALIFICATIONS

- Commitment to Christ as Savior and a life of worship and faithfulness
- Agreement with SBCC vision, statement of faith, core values, and theological distinctives
- Willingness to co-labor with other members of the SBCC staff in a spirit of joy, humility, and curiosity for the advancement of SBCC vision and mission; teachable and open to feedback and accountability
- Strong organizational, planning skills
- Evident people skills
- Excellent communication skills, both verbal and written
- BA or BS degree preferred

## PRIMARY RESPONSIBILITIES

### Oversight of Sunday ministries to preschool and elementary-age children

- Assist with curriculum planning and attend curriculum planning meetings
- Provide oversight of the Children's Ministry program at SBCC's Sunday services (time commitment approximately 7:30am-1:00pm weekly)
  - Work throughout week to prepare all aspects of Sunday program
  - Recruit all necessary leaders and properly equip them for their Sunday role
  - Prepare lessons and small group plans
  - Gather necessary materials for all aspects of Sunday Children's Ministry
  - Occasionally lead the pre-service leader meeting
- Maintain regular contact with Children's Ministry leaders for encouragement, accountability, equipping, and feedback
- Maintain regular contact with parents for pastoral engagement, encouragement, and resourcing
- Assist with promotion and school year program launch tasks (ie: recruiting leaders, creating small groups, training leaders, data management)
- Ensure proper re-storage of Children's Ministry equipment and supplies and facilitate replacement and resupply, as needed

## ADDITIONAL RESPONSIBILITIES

- Attend weekly staff meetings, when possible, and regularly attend Children's Ministry team meetings
- In partnership with Pastor to Children and Families, recruit and provide leadership for Children's Retreat Team at the All-Church Retreat
- In partnership with Pastor to Children and Families, provide assistance in planning and implementing Christmas/Advent activities, Easter, and other special events throughout the year
- Assist with organization of childcare, as needed, for special events

## OTHER EXPECTATIONS

- Live out partnership with SBCC including generous giving, regular worship attendance, church membership, and small group involvement (either as a member or leader)

## HOURS AND SALARY

20-25 hours/week

This is a part-time position, with the possibility of moving into a full-time position.

\$24-\$28/hour, depending on experience

## FOR MORE INFORMATION

If interested in applying please submit resume and cover letter to [hr@sbcommunity.org](mailto:hr@sbcommunity.org).