

## Winter Park Presbyterian Church - Children's Ministry Coordinator

**Purpose:** The Children's Ministry Coordinator (CMC) teaches the faith and equips the children of our community to live faithfully, lovingly and courageously for the sake of Jesus Christ. Children should be encouraged to think critically and care abundantly, through ministries that promote a love of God, happiness, joy, fun and friendship. The Children's Ministry at WPPC is comprised of children's activities both within and outside the church preschool. A key focus of this position is to minister to all WPPC children and foster collaborative and integrative activities.

**Accountability:** Supervised by the Director of the Preschool and accountable to the Senior Pastor as Head of Staff in collaboration with the Personnel Committee.

**Particular Congregational, Community and Staff Relationships:** Works closely with Children and Families in cooperation with the Preschool Director's, Teachers and Staff, alongside the Senior Pastor, the Session, Deacons and Committees.

### Responsibilities:

1. Love the Lord Jesus Christ with all your heart, soul, mind and strength and love your neighbor as yourself.
2. Work daily alongside Preschool Director's, Teachers and Staff, providing structured Music program that teaches Biblical principles through instruments and songs. Organize and lead weekly Preschool Chapel.
3. Organize a schedule that allows each class to sing songs as part of congregational worship the third Sunday of each month at the 10:30 service and be present. (Example: Sea Turtles - September, Kittens – October, Lady Bugs – November, All Classes December and May. New Rotation beginning January, etc.)
4. Help facilitate a biannual (December and May) Preschool Celebration Sunday. Working with Preschool Staff, Community Life Committee, Deacons and other staff to organize, activities (bounce house, human snow cone machine, water games, etc.) food and other appropriate vendors.
5. Create Intern Pool – working with local colleges and high schools, establish a volunteer program where participants earn community service hours and or perhaps volunteer credits for assisting in Children's Ministry at WPPC.
6. Assist in Sunday worship by delivering a brief children's sermon (frequency to be determined.) Work with volunteers, arrange for Children's Church Program during normal worship hours and assist with special events, i.e. Summer Vacation Bible Camp, Christmas Eve, Easter etc.
7. Along with other staff, nurture children and their families in the event of an emergency or crisis.
8. In service of the church - Establish a model of ministry where all children participants are contacted regularly and on special occasions, i.e. birthdays, times of need, etc.
9. Organize/Manage Kid's Night Out. Schedule to be determined, provide program – lessons, games, crafts, music, mission project, etc.
10. Seek continuing education opportunities, maintain professional confidence, perform additional duties as assigned and comply with Winter Park Presbyterian Policies and Procedures.

**Qualifications:** A love for Jesus Christ as Lord and Savior; youthful, energetic, imaginative, creative, some children's ministry experience preferred, an ability to work effectively with others, demonstrate hospitality and foster interpersonal relationships. Have or Complete 45 hours DCF training.

**Evaluation:** Performance reviews will be conducted annually by The Personnel Committee, Director of Preschool and Senior Pastor as Head of Staff. Compensation to be reviewed annually.

**Hours:** 25-30 Hours per Week with potential for Fulltime and Benefits dependent upon numeric growth of program participants and their active involvement in worship, mission activities and weekly children's gatherings.

**Type:** Part Time Staff hourly position.