

Wayside Presbyterian Church

Position Description

Job Title: Children's Coordinator (CC)

Reports to: CFAM

Date Revised: July 18, 2022

Approval/Effective Date: _____

Overall Responsibilities:

The CC will work with the Christian Formation Committee (CF) at the direction of the Christian Formation Administrative Manager (CFAM) to serve primary/elementary age children at Wayside Presbyterian Church including preparing lessons and activities consistent with Wayside's mission, vision and core values, and pursuant to the overall vision and goals of the Christian Formation Committee (separate document). The CC shall motivate and inspire all children to engage in learning that will strengthen their personal relationship with Jesus Christ and deepen their knowledge of their Christian faith.

Purpose:

The goal is for the children at Wayside Church to experience a Christian environment in which they feel accepted, valued, and connected to the church as a child of God. Also, to nurture and disciple the students in the Christian faith and help them fulfill God's mission to serve others.

Accountability:

The incumbent is accountable to the Session of Wayside Presbyterian Church and the Pastor/Head of Staff through the CFAM, with secondary accountability to the CF Committee.

General Job Responsibilities:

1. Teaching ministry with children in alignment with Wayside's purpose (mission, vision, and core values) and CF Goals in collaboration with the CF team of staff and committee members.
2. Attend meetings of the CF Committee as a member of the team.
3. Work cooperatively with the CFAM and all staff and volunteers in service to the whole church, but with particular advocacy for the ministry to children of primary/elementary age between Kindergarten and 5th Grade.
4. Participate in preparations and engagement of children in concert with the overall CF program including Wednesday evening and Sunday morning programming, summer Vacation Bible School, and other children's events as planned and available.
5. Serve as main instructor and wrangler for children, working cooperatively with other CF staff and available to assist other age groups as necessary.

Specific Job Responsibilities:

1. Working with the CFAM, identify, invite, and keep informed families with children between the ages of Kindergarten and 5th Grade as to opportunities to engage with Wayside's ministry. Remain flexible as to age limits and maturity of children, so as to recommend placing students where they are best suited, with younger or older groups. Work with curriculum chosen by or in cooperation with the CFAM, preparing and gathering supplies for lessons and activities.

2. Working with the CFAM, identify and incorporate needed and approved volunteers or interns. Give advanced notice of any expected scheduling conflicts to assure coverage.
3. Maintain ongoing contact with parents of children at Wayside and participate in promotion of children's ministry within the church.
4. Participate in any planning of the CFAM, Pastor, and CF Committee to connect children with the wider life of the congregation (e.g., worship participation).

Administrative Responsibilities:

1. Work with the CFAM on material and financial needs for the Children's ministry and be a good steward of all resources.
2. Submit information and articles for publication within the church about Children's ministry.
3. Present monthly reports to Session through the CF Committee of the CC's activity, including statistics of participation of this age group, family involvements and volunteer support. Also submit a timely summary report for Wayside's Annual Report on a calendar year basis.
4. Attend relevant meetings on a regular basis, including meetings of Church staff and the CF Committee. Participate in staff development and strategic planning events as scheduled and available. Attend a Session meeting if requested (second Tuesday).
5. Maintain Clearances and participate in training courses for working with children; take advantage of continuing education opportunities via the presbytery and the Parish Resource Center if able.

Position Qualifications:

- A bachelor's degree is preferred, with evidence of experience or study in Christian Education or a related field. Certification as a Christian Educator is not required.
- A minimum of two (2) years' experience leading or teaching in a Christian formation program with children is required.
- Interpersonal relationship skills and ability to work harmoniously in a non-discriminatory manner with other persons, both in one-on-one and group settings.
- Strong Christian faith and general Bible knowledge, leadership and organizational skills; able to take initiative, working independently and as a member of a team.
- Ability to communicate clearly in written and oral forms.
- Computer and internet literacy enough to operate software in digital and virtual environments, such as word processing and Zoom video conferencing as appropriate to the position responsibilities.
- Appropriate current clearances such as PA Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Fingerprint.
- Must be at least 21 years of age and have a current valid state driver's license.
- Within 3 months after hire, attend a certified Emergency First Aid course and obtain a CPR certification with an adult/infant/child classification. Keep certifications current and renew as necessary.
- Able to commit to working Wednesday afternoons/evenings and Sunday mornings, plus scheduled meetings (usually first Monday for CF, second Tuesdays for a rare Session meeting appearance, and staff meetings on Mondays, biweekly or as negotiated).