

**Job Description, Children's Ministries Coordinator**  
**Westminster Presbyterian Church, Greenville, SC**

**Qualifications:**

Bachelor's degree in education or similar field preferred

Interest in and enthusiasm for ministry to children and their families

**Staff/Authority structure:**

The Children's Ministries Coordinator reports to the Associate Pastor for Children's Ministries

**Essential Functions:**

Supports the strategic work of Children's Ministry programming.

Note: When viewed alongside the Associate Pastor for Children's job description, you will see the complimentary aspects of the Children's Ministries Coordinator.

- Assist the Wednesday afternoon "It's Elementary" ministry, providing strategic instructional and management support, supporting organization and procedures, and ensuring leadership to nurture and connect children to faith formation.
- Coordinate and manage resources for It's Elementary including support to ministry teams such as prep team, teachers, check in, dismissal. Ensures that materials are prepared on a weekly basis for programming and coordinates weekly volunteer roster. Recognizes volunteers quarterly.
- In cooperation with the Education Committee and AP for Children's Ministry, provides resources for Nursery and Sunday School for children from birth through 5<sup>th</sup> grade. Supports teachers for Sunday School. Teaches as needed.
- Effectively communicates with families and volunteers through regular written and verbal communication, including social and published media.
- Manages resources to support faith development milestones, including but not limited to Communion/Worship workshop, third grade Bible education & presentation during worship, transition days for graduating fifth graders.
- Supports the Children's Church ministry for K5 & 1<sup>st</sup> grade as needed.
- Helps plan and implement Vacation Bible School. Supports recruitment of volunteers, leads and volunteers during VBS, and supports the co-directors in planning and implementation.
- Provides leadership and project coordination for children's events & ministries, including but not limited to: Trick or Treat Service-Learning Project, November Nights, and Christmas Faith Formation events.
- Invites new families with young children to participate in WPC's children's ministry.
- Develops relationships with children (thru 5<sup>th</sup> grade) and their families.

**Core Competencies:**

People/volunteer Management, Initiative, Attention to detail, Project management, Time management, Communication, Decision making, Problem solving, Creativity and innovation