

First Congregational Church, United Church of Christ
38 South Winooski Avenue
Burlington, Vermont 05401
www.firstchurchburlington.org



Position Description

March 2018

Position Title: Children's and Family Ministries Coordinator

Reports to: Community Ministries Coordinator

Status: Part-Time

Hours: Approximately 15+ hours per week. "At will" position.

Rate: \$20/hour

Fair Labor and Standards Act (FLSA): Non-Exempt

Apply: Please send cover letter and resume to: info@firstchurchburlington.org

Results Expected

An effective Children's and Family Ministries Coordinator will encourage all children in the congregation and community to grow in faith as Christian disciples. The Coordinator will work with other church and community leaders to address the needs of children and families so that all God's children grow in strength and wisdom and parents and guardians feel supported and served.

What's My Job?

As Coordinator of Children's and Family Ministries, you are responsible for ensuring that children and families are considered and included within the life of the congregation. The Coordinator will work with the Community Ministries Coordinator and Youth and Young Adult Ministries Coordinator to vision, plan, and advocate for children and families, particularly in the areas of faith development, discipleship, and community. The Coordinator will work with other leaders in the congregation to assure that policies and procedures are in place to help keep all children and the adults who care for and work with them safe. These policies and procedures include such things as background checks, having at least two adults per group, and cardiopulmonary resuscitation and first-aid training. The Coordinator will work with the Community Ministries Coordinator to implement mission education for children. The Coordinator will also recruit volunteers and invest in developing and maintaining relationships with each member of the Children's Ministries Team.

Responsibilities of the Position

GENERAL

- The Children's and Family Ministries Coordinator will be attentive to the hopes, concerns, and needs of children in the community to determine how the congregation might serve them and their families and how they might serve one another as Christian disciples and good neighbors.
- The Coordinator needs to be familiar with the congregation's overall goals and how they are achieved through the congregation's ministry by, with, and for children and their families. This leader should pray intentionally for children and their families.

- This leader will advocate that all children are welcome and expected to be fully engaged in the ministries of the church.

PROGRAMMING

- The Coordinator will work with the Community Ministries Coordinator and the Children's Ministries Committee to plan and carry out a comprehensive program for children that includes worship, study, fellowship, service experiences, and other experiences that guide children as they grow in faith. The Coordinator will advocate for quality leadership and ample funding.
- The Coordinator will work with the Community Ministries Coordinator to develop and secure theologically aligned and developmentally appropriate resources and curriculum that support the work of teachers and group leaders in ministry with children.

RELATIONSHIP

- The Coordinator will regularly and intentionally communicate with parents, families, and children's ministries volunteers.
- The Coordinator will guide the work of the Children's Ministries Committee throughout the year, including organizing agendas and presiding at meetings.
- The Coordinator will develop safe, healthy relationships with children and their families
- The Coordinator will develop relationships with members of the church who wish to serve on the Children's Ministries Team.
- The Coordinator is encouraged to maintain a healthy and growing personal spiritual life and to lead others to do the same.

CHURCH ENVIRONMENT

- The Coordinator will work with the Community Ministries Coordinator to lead the church in creating and annually updating Safe Sanctuary policies and guidelines and living into them as a community of nurture.
- The Coordinator will work with the Community Ministries Coordinator, the Children's Ministries Committee and the Building Committee to design, create, and maintain a physical environment that is safe, inviting, and engaging for kids of all ages (birth through fifth grade).