



## CHILDREN'S MINISTRY COORDINATOR

### **POSITION SUMMARY:**

The Children's Ministry Coordinator will oversee nursery through fifth grade family ministry at the Southeast Raleigh Table (SER\T), a campus of Edenton Street United Methodist Church located in Raleigh, North Carolina.

### **EXPECTED START DATE:**

February 2018

### **REPORTS TO:**

This position will report to the campus pastor and be part-time at 20 hours per week.

### **ESSENTIAL JOB FUNCTIONS:**

- Cast a compelling vision for children's ministry at SER\T through occasional moments during worship.
- Recruit, train, thank, and schedule a team of volunteer weekly teachers and paid nursery workers in accordance with the church's *SAFE SANCTUARY* policy.
- Adapt the weekly *THINK ORANGE* lesson plans to best meet the needs of the community and the church's Wesleyan perspective; these will be distributed monthly (or as best determined) to leaders for all Sunday morning children's environments.
- Ensure all classroom supplies needed are present and waiting for the classroom teachers weekly.
- Oversee the Sunday morning check-in process to insure all relevant data is gathered and trust is established with families
- Manage visitor and member data in order to maintain clear communication with families and make follow-up calls to visitors at SER\T
- Plan, promote, and implement site-specific special events
- Promote agreed upon church-wide (across 3 campuses) children's ministry events
- Encourage local partnerships with family oriented agencies in south-east Raleigh

- Maintain communication with the Children’s Coordinators on Edenton Street UMC’s other campuses.
- Participate in the worship life of SER\T

**QUALIFICATIONS:**

- Displays spiritual maturity.
- A disciple of Jesus Christ.
- A bachelor’s degree in a related field, such as: education, child development, religion, communication, administration, or event management.
- 2-3 years of experience working with children or in the field of education or event management preferred
- Familiarity with *ORANGE CURRICULUM*, resources and philosophy.
- Culturally sensitive; attending the *PHASE 1 RACIAL EQUITY INSTITUTE* workshop is a must.
- Self-starter, confident, courageous, and adaptive. Thrives in a culture of excellence and perseverance.
- Exhibits “grace under pressure.”
- Passionate about people, places, and businesses in southeast Raleigh
- Ability to network, lead, and build a team.
- Strong organizational skills.
- Competent in Microsoft office, Planning Center On-Line and an aptitude for learning new systems.
- Available to work a flexible part-time schedule to regularly include evenings and weekends. Sundays required.

Please submit a cover letter and resumé to Reverend Lisa Yebuah at [lyebuah@esumc.org](mailto:lyebuah@esumc.org) no later than January 1st.