

Central West End Church

Ministry Description

Ministry Title: Children's Ministry Coordinator

Reports to: Pastor

Purpose: The Children's Ministry Coordinator is responsible for the oversight, development, growth, and safety of Central West End Church's children's ministry as an extension of the church's vision and mission. This ministry role currently oversees care from infancy through 5th grade.

Background: The children's ministry at Central West End Church is a small yet growing ministry. The current ministry consists of approximately 8 families and 10-12 kids. We currently have a volunteer team of approximately 10 individuals, though recruitment is ongoing. The ministry exists in a rented space so set-up and tear down for these ministries is part of the function of the staff and volunteers. There is on-site storage.

Essential Ministry Responsibilities:

- Build relationships that foster recruitment of volunteers to serve alongside the Ministry Coordinator.
- Provide ongoing training to volunteers to facilitate healthy classroom management and cohesive ministry vision.
- Provide a loving and safe space for the spiritual education and nurturing of the children at Central West End Church.
- Set up and maintain supplies for Sunday morning cry room.
- Plan and execute K-5 teaching time during the sermon portion of the service while incorporating volunteer assistance.
- Oversee the scheduling and participation of children's ministry volunteers.
- Ensure the safety of all participants by providing interviews, performing annual background checks and safety training, and maintaining records.
- Implement and administer check-in procedure for nursery.
- Build and maintain strong ministry connections with other staff, elders, and volunteers to promote a team mentality among all those serving Christ at CWE Church.
- Communicate regularly with parents.
- Order and manage material resources and supplies for the Children's Ministry.

- Depending on the future growth of children in the program, connect with and provide resources to parents to help them with the spiritual discipleship of their children.
- Manage ministry within the annual children's ministry budget, and prepare the budget as part of the fall budget process.

These responsibilities are meant to provide guidance and are not intended to be exhaustive.

There may be other responsibilities pertaining to this ongoing ministry that are not listed above.

Requirements and Qualifications:

- Someone who is concerned and passionate about the health, safety, and spiritual life of children in all segments of development.
- A spiritually and emotionally healthy individual who seeks to live out the fruit of the Spirit.
- Someone who is familiar with sexual abuse prevention in church ministry specifically.
- Someone who is creative, flexible, and enthusiastic to support the momentum of current ministry as well as continuously evaluate to determine areas of weakness or continued development.
- Someone able to commit to the vision, mission, and statement of faith of Central West End Church. (Please visit www.centralwestendchurch.com and our "vision" and "beliefs" pages.)
- A team-oriented individual who values and makes room for the ideas and giftings of others in the implementation and operation of the Children's Ministry.
- Preferred experience in planning, organizing, and leading children's (or comparable) ministry.
- Undergraduate degree in related field (e.g. early childhood education or similar) appreciated but not mandatory.

Hours: Approximately 10-12 hours/week, contingent on the particular season of ministry (e.g. summer, Christmas, Easter, etc) and the life-stage of the church.

Compensation: Based on applicant's experience and comparable packages for similar positions.

Interested applicants should send a résumé to CWE Church pastor, Eric Stiller, at eric@centralwestendchurch.com