



**Our Mission:**

We strive to embody the hope and love of Jesus for all through service, worship, and companionship.

**Position:** Children’s Ministry Coordinator (part-time, 20 hours/week)

**Staff Member:**

**Reports to:** Director of Faith Formation

**General Description**

The Children’s Ministry Coordinator is a Christ-centered, energetic, and open-minded individual who is able to effectively communicate and relate to all generations. This person will create a welcoming, safe, and fun environment for children (ages K-5th grade) and their families. The Coordinator is responsible for creating and overseeing children programming for elementary aged children at Hyde Park Community. This includes preparing curriculum, gathering supplies, and coordinating classrooms for children’s Sunday School, as well as recruiting and supporting volunteers of all generations, teaching as needed, and connecting families to the church through various roles. The Coordinator will organize Children’s Moments during worship, assist with community events, and support mission projects for families in collaboration with staff.

**Staff Commitments**

- Commitment to Christian faith
- Commitment to the mission of Hyde Park Community United Methodist Church
- Commitment to team ministry
- Commitment to excellence in all areas of responsibility

**Supervision and Leadership**

The Children’s Ministry Coordinator will report to the Director of Faith Formation and will work collaboratively with other directors, staff, and laity.

**Responsibilities**

**Children’s Sunday School**

- Study and prep all curriculum for 9:30 am and 11:00 am.
- Gather all supplies needed for Sunday School and communicate with teachers weekly about curriculum.
- Prep and maintain rooms for Sunday mornings, including selecting and loading media in Little Theater once a month.
- Develop, train, recruit, and nurture teams of multi-generational volunteers throughout the year.
- Teach Sunday School as needed.

**Recruiting and Connecting Families**

- Work with the Director of Connection to connect families as greeters.
- Collaborate with the Worship Team to connect families to be communion stewards and worship participants.
- Follow up with new visitors from Sunday mornings via email, phone call, and/or hand written notes and track in Realm.

- Create additional quarterly opportunities for children and their families to build relationships with each other.

### **Worship**

- Collaborate with the Early Childhood Coordinator to organize the Sunday morning Worship Bags (check/clean bags, make copies, etc.).
- Coordinate weekly Children's Moments with weekly email and scripture prompts to team. Prep and give Children's Moments when needed.
- Print and supply the children's corner in the Welcome Center with children's bulletins.

### **Community Event Support and Planning**

- Assist and collaborate with the Early Childhood Coordinator for any and all Preschool Chapel programming three times a week during the Preschool school year.
- Support the Director of Connection in all VBS, Easter Egg Hunt, Block Party, and Live Nativity planning and implementation.
- Support the Director of Faith Formation in Family Camp planning, recruitment, and implementation.
- Collaborate with the Director of Faith Formation and Youth Ministry Coordinator to plan the annual Family Christmas Eve Service.
- Collaborate with the Pastor of Mission and Outreach & Young Adults to plan opportunities for children and their families to serve, including local service projects and Super Serve Saturday.

### **Communication and Administration**

- Collaborate with the Director of Faith Formation to design a monthly newsletter for children's families.
- Create social media posts for Facebook and Instagram to highlight the children's ministry.
- Provide monthly social media plans to the Communication Team.
- Submit current curriculum themes and other Sunday morning information to be shared on the website to the Director of Communication.
- Coordinate hand written mailings, such as thank you notes, etc.
- Create and manage the annual budgets for children's ministry in conversation with the Director of Faith Formation.
- Reserve spaces and submit work orders requests for all Children's Ministry events.
- Collaborate with the Youth Ministry Coordinator, and Early Childhood Coordinator to maintain order in the Faith Formation office, closets and classrooms.
- Train all volunteers yearly to ensure that HPCUMC's Safer Sanctuaries Policies are enforced.

### **Meeting and Other Requirements**

- Present every Sunday morning from 8:30 am - 12:30 pm.
- Attend monthly Staff Meetings.
- Attend Faith Formation Meetings once every other month.
- Attend monthly check-ins with the Director of Faith Formation.

### **Qualifications and Skills**

- Associate's Degree in related fields.
- Open minded.
- Ability to work on a flexible schedule.
- Adaptable.
- Ability to work with multiple generations.
- Experience training, leading, and recruiting volunteers/teams of people.

### **Accountability**

The Children's Ministry Coordinator will:

- Report to the Director of Faith Formation as noted in the Organization Chart.
- Work in alignment to the mission of HPC & The United Methodist Church as outlined in the [Strategic Plan](#), [Inclusivity Statement](#), and Employee Handbook.
- Demonstrate commitment to team ministry including trust, engagement, commitment to plan of action, accountability, achievement of collective goals/results.
- Demonstrate commitment to excellence in all areas of responsibility.