

St. Paul's Episcopal Church Steamboat Springs, Colorado

Position: Children's Ministry Coordinator

Supervisor: Rector of St. Paul's Episcopal Church

Description: The Children's Ministry Coordinator will develop and direct a fun, caring team of volunteers who are passionate about showing the love of God in Christ to kids. This team will discern and implement events for young families and children from birth through 5th grade that help them grow in Christian fellowship and faith.

General Responsibilities:

- To understand and monitor the needs of children and young families in the church and community.
- To lead the development of the church's plan for children's ministries
- To coordinate a plan for children's ministries that addresses family's needs.

Specific Responsibilities:

- Build and nurture supportive relationships with young families and children
- Recruit, establish and provide leadership and encouragement for volunteer ministry leaders.
- Plan and coordinate implementation of a weekly Children's Chapel offering during Sunday morning worship.
- Plan and coordinate implementation of monthly formation and worship offerings for children and young families.
- Coordinate and plan special events such as Christmas pageant, Easter egg hunt, Independence Day celebration, and Back to School.
- Work with other church staff and leaders to develop and provide programs inclusive of children and young families (i.e. nursery, children's choir, service projects, worship leadership, fellowship groups).
- Plan and manage the annual Children's Ministry budget to ensure faithful stewardship.
- Create and maintain fun, safe, relational, and attractive environments for children's ministry.

Qualifications:

- Love of God and all God's children
- Strong experience in teaching children and childhood development and behavior
- Good inter-personal skills with both children and adults
- Team builder and team player
- Organized and able to help others organize
- Flexible and adaptable to ministry challenges and changes
- Strong, proactive communication skills
- Proficient administrative skills
- Able to hold confidences

Terms: This is a part-time position at 10 hours per week.

- Pay at \$24-\$27 per hour, depending on experience
- Position to be reviewed and renewed annually
- References, background check, and completion of relevant Safe Church modules required.