



Herndon United Methodist Church Coordinator of Children's Ministries

Job Description:

The Coordinator of Children's Ministries is responsible for implementing ministries serving children (birth through 6th grade) at Herndon United Methodist Church. This person will nurture a welcoming, supportive, and dynamic faith environment where children and their families can deepen their relationships with Jesus Christ and engage in the life of the church. Herndon UMC seeks to encourage the children of the church and the community to grow in their Christ-like love, grow in their understanding of one another, and deepen their sense of service to the world as Christ's disciples.

The Coordinator of Children's Ministries shall oversee programs, activities, and events that develop the spiritual practices and character of children and youth, encourage Christian fellowship, and empower that faith through serving others. The Coordinator should be engaging, relevant, appropriate, and effective for our next generation. This person will also engage, enable, and mentor parents and volunteers as partners in the nurture and development of the next generation as disciples of Jesus Christ. This individual shall foster Christian relationships, be collaborative, and grow discipleship among children, families, volunteers, staff and community.

Roles and Responsibilities

- Implement children's ministry programs to include fellowship, education, mission and worship to influence and develop each child's relationship with God.
- Extend the learning into the home. Strengthen parents in their role as spiritual mentors and encourage a partnership in the spiritual growth and development of their children.
- Guide and support the Children's Ministry Team. Be a resource as they implement ministry, support team goals and vision.
- Engage, develop, support and recognize volunteers who work with children. Ensure the implementation and monitoring of all Child and Youth Protection policies.
- Support other ministries for children including Upward Ministry and Herndon UMC Preschool. Foster transitions between children's and youth ministries to encourage continued participation.
- Evaluate curriculum and adjust as needed, working in collaboration with the Senior Pastor, teachers and Children's Ministry Team.
- Work effectively with staff in coordinating and including children and families in all aspects of church life such as music, worship, mission, small groups and fellowship.
- Communicate effectively with parents, staff, and the congregation using various



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platforms (e.g., Church Management System, email, app/website, posters, flyers, social media, and more). Maintain organized records of programs, participant information, and communications.

- Provide budget input for Children's ministries. Ensure wise stewardship of resources, including spaces and equipment designated for Children's activities.
- Other assignments per Senior Pastor.

Qualifications and Requirements

- A Bachelor's degree in a related field.
- Three years of experience in Children and/or Youth Ministry with a heart for the next generation and experience in program development and volunteer management.
- Personal commitment to Jesus Christ and alignment with United Methodist theology and values.
- Experience working as part of a team-oriented and collaborative environment.
- Strong ethical standards and the ability to create trust and integrity with co-workers and community. Able to maintain confidentiality. Must pass a background check.
- Effective organization, administrative, and communication skills with attention to detail.
- Ability to work flexible hours, including Sundays, with a heart for ministry and community engagement, and to work in a variety of conditions.

Preferred Skills

- Able to effectively build Christian relationships, particularly with the next generation, but also intergenerationally and multiculturally.
- Mission coordination and training experience preferred.
- Strong time management and scheduling skills to support volunteers and ministries.
- Ability to tactfully handle stressful and difficult situations.
- Proficiency with technology including Google workspace, database use, social media, and modern communication tools.
- Highly self-motivated and self-directed with strong problem-solving skills.

The anticipated level of effort for this part-time position is 10-15 hours per week, with a salary range of \$9,000-14,000 per year, based on experience. Benefits include paid personal time off.

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If you are interested in more hours, please also see the Coordinator of Youth Ministries position that is also available at this time.

Approved by:	RMT	Date:	3/10/2026
Last Updated by:	C. McCranie & J Albanus	Date:	3/3/2026