



Friendship United Methodist Church

3527 Gallows Road, Falls Church, VA 22042

703-560-5454

Children's Ministries Coordinator

General Description

The Children's Ministries Coordinator is responsible for coordinating and implementing a ministry that nurtures the spiritual growth of our children and strengthens the outreach of Friendship Church. It is important for the coordinator to develop an understanding of the needs of children and families within our congregation as well as those who reside in the diverse communities of Falls Church and Annandale.

Specific Responsibilities

The responsibilities of the Children's Ministries Coordinator include, but are not necessarily limited to, the following. The position can and should be shaped by the coordinator's own initiative, experience, and creativity.

1. Children's Church: Develop and lead a 30-minute children's worship experience during the latter half of the main worship service. This experience should teach children about aspects of Christian worship as well as creatively engage them in worship. Children's church involves:
 - a. Musical elements (songs, simple instruments, etc.)
 - b. Brief Bible message (aligned with main service, season, or theme)
 - c. Creative activity (art, craft, game, play)
2. Sunday School: Work with the Sunday School Chair to coordinate the Children's Sunday School program.
 - a. Plan and order Sunday School curriculum (as needed).
 - b. Assist with recruiting, training, and scheduling teachers for the weekly Sunday School program.
 - c. Send reminders to teachers/leaders for their scheduled assignments and coordinate substitutes as needed.
 - d. Ensure that teachers/leaders are trained on "Safe Sanctuary" guidelines and that children's ministries are compliant with these guidelines.
3. Children's Message: Plan and lead a children's message 1-2 times per month.

- a. This is brief lesson for the children in Sunday worship.
 - b. This lesson should relate to theme of the main service and engage both the children and congregation.
4. VBS Planning: Assist the Pastor and VBS Director with planning the summer Vacation Bible School program. (If direct support is desired and feasible the week of VBS, additional compensation can be coordinated.)

Guidance and Supervision

- Accountability: The Children's Ministries Coordinator is accountable to the Pastor, and works collaboratively with the Pastor, and Staff Parish Relations Committee (SPRC).
- Review: New staff members will be reviewed by the SPRC and Pastor after six months, after which time, his/her performance shall be evaluated and either an annual continuance (based on yearly review) or a 30-day notice will be given.
- Work Hours: 10 hours per week, which includes:
 - Coordination, preparation & planning (5 hours/week)
 - Coordination with Pastor (1 hour/week)
 - 9:00-1:00 PM on Sundays (4 hours)
- Vacation: Two weeks of annual leave. All leave requests should be coordinated with the Pastor (or Chair of SPRC.)

Qualifications

- Commitment to Jesus Christ and the ministry of the Church
- Flexibility to consider, assess, and implement new and innovative methods and programs to enhance the children's ministry and worship of the church
- Effective planning and organizational skills
- Good verbal and written communication skills