



OUMC Position Description

Position Information	
Description Date	November 16, 2021
Position Title	Children and Family Ministry Coordinator
Incumbent	To be hired
Status	Part Time/Hourly
Expected Hours/Week for Position Success	~25
Reports to:	OUMC Pastor; the Staff Parish Relations Committee supports the evaluation and compensation process for this role.

Position Overview:

The OUMC Children and Family Ministry Coordinator is a vital part of the worship and our overall mission; this role is also essential to the long-term health of the church for an active, robust congregation.

The Children and Family Ministry Coordinator is focused on bringing families into a closer relationship with Jesus Christ by providing fun and faith growing opportunities for all. This position works under the direction of the OUMC Pastor to develop, communicate and implement family discipleship opportunities.

Required Skills – Essential to the Role and Successful Performance:

- Work performance will require creativity, attention to detail and organizational skills in order to meet the high-quality requirement of the role
- Meet required deadlines and schedules
- Knowledge of planning, coordination of and execution of events and activities
- Work effectively as team member, and with varying perspectives and skills – collaborate and contribute to assignments
- Ability to work independently without day-to-day management and oversight, but understands the need to effectively communicate and coordinate work with other employees.
- Conflict resolution skills, particularly at the children’s level
- Ability to clearly communicate with children, youth and parents/adults

Specific Responsibilities:

- Responsible for the coordination, development and implementation of faith growing opportunities for children and students
- Responsible for programs, events and outreach to attract youth and family within the community with the purpose of growing the population of the church
- Plans and implements activities that will resonate with young people of varying ages while ensuring a Christian focus in the events

- Ensure availability of facilities, supplies and equipment to effectively support weekly children and youth programs as well as events such as Breakfast with Santa, Vacation Bible School, Trunk or Treat, Easter Festival, Back to School Bash and monthly youth gatherings.
- Oversee volunteer and mission opportunities for youth and children.
- Creates a sustainable, affordable but scalable structure for children and youth programs
- Must be able to attend church services – both regularly scheduled and periodic special services
- Attends necessary meetings on a regular basis

Key Qualifications:

- Proven success in leading children in education and activities with a goal of Christian growth
- Knowledge of and connection to the Northern Virginia community
- A broad understanding of Christian principles for researching and planning program curriculum; understanding and clarity of UMC values
- Strong organizational skills
- Ability to lead a team
- Excellent written and oral communication skills and demonstrated leadership ability.
- Creative thinking and planning to align with interests of a diverse congregation
- Ability to manage a budget
- This role may have some physical demands to meet the essential functions of the role. Examples of physical demands include sitting, stooping, kneeling, crouching, and verbal communication. The work environment may at times involve high noise volume. Reasonable accommodations may be made for individuals with disabilities.

Preferred Skills:

- BA or equivalent
- Previous experience working with churches and youth groups and/or children on an instructional level between the ages of Kindergarten and 12th grade.
- Knowledge and understanding of the United Methodist Church; a working knowledge of scripture is preferred.