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**Children’s Ministry Coordinator**

**POSITION DESCRIPTION: Children’s Ministry Coordinator position at Oakwood United Methodist Church is primarily responsible to be in leadership of GLOW, the Elementary Youth Group, as well as visioning and leading in other areas of children’s ministry.**

**VISION/MISSION of OUMC:** To make disciples for Jesus Christ for the transformation of the world.

**REPORTS TO:** Senior Pastor and Staff Parish Relations Committee

**KEY RESPONSIBILITIES:**

* Coordinate lesson and activities for GLOW, one hour after school during the School Year.
* Work with volunteers in the leadership of activities.
* Communicate with the families involved.
* Promote the ministry.
* Maintain roster of children, and keep attendance records.
* Offer summer faith formation opportunities for children and tweens: Vacation Bible School (VBS)
* Provide leadership and coordinate OUMC Children’s Ministry Programs:
  1. Schedule volunteers for Children’s Church.
  2. Coordinate lessons and activities for Children’s Church.
  3. Schedule volunteers for the nursery.
  4. Schedule volunteers for the weekly children’s message.
  5. Provide activity bags for worship.
  6. Support children’s Christmas program.

**QUALIFICATIONS:**

* A degree or special training in one of the areas: Ministry, Primary and or Secondary Education, or working towards such a degree at an institution of higher education.
* Able to evaluate curriculum and lesson ideas and teach in a group setting.
* Ability to manage children and maintain a healthy environment for faith formation.
* If not studying for ministry, should have a working knowledge and understanding of the Bible and the beliefs of United Methodist Church.
* Has successful background check and adheres to Safe Sanctuary Policy.

**SPECIAL CONSIDERATIONS FOR POSITION:** There will be approximately 36 GLOW meetings per school year. Summer faith formation offerings can be determined as interest is determined.

**COMPENSATION:** The position compensation is for approximately 6 hours a week. Wednesday Afternoon, plus other time as needed, with an understanding that the school year may require more hours and the summers may require less. Compensation: $5,000/annually.

**TIME OFF/SICK DAYS/ CALAMITY DAYS:** Days Off Should be arranged with the Sr. Pastor at least a month before planned absence. Other Days off to be determined if appropriate by Senior Pastor and the SPRC.

ADOPTED:1/20/2020

REVISED: 9/29/2023