Updated May 2025

**John Wesley United Methodist Church**

**Job Description**

**Children’s Ministry Coordinator**

**Job Title:** Children’s Ministry Coordinator

**Reports To:** Senior Pastor

**Estimated Level of Effort: 15** hours per week

**Job Description:**

The Children’s Ministry Coordinator (CMC) will have oversight for Children’s Ministry with a focus on Children’s Sunday school and Vacation Bible School (VBS) programs. The primary responsibility is to provide for the spiritual, emotional, and social development of children in a safe and loving church environment through Sunday school and to support children’s programs as needed such as Children’s Moments on Sundays. Additional responsibility may include: to envision, develop, build and grow the children’s program as needed.

**Expectations:**

As a respected and trusted member of the John Wesley United Methodist Church family, employees are expected to conduct themselves in a way that exemplifies the qualities taught by Jesus Christ and to lead within the bounds of the John Wesley United Methodist Church mission, vision, core values, and the Discipline of the United Methodist Church.

**Skill Set Required:**

* A background in working with children and knowledge of child development.
* Gifts in administration/management and leadership and good communication and problem solving skills.
* Possess a cooperative willingness to interact with church, staff, parents and children involved in all Children’s Ministry activities.
* Be creative and willing to explore visionary ideas for the future growth of the children’s program.
* A willingness to participate in continuing education and training, and to invite others involved in children’s ministry to share in training opportunities.
* A strong desire to develop the ministry of volunteers, conducive to their spiritual gifts.
* Good computer skills.

**Responsibilities:**

* Oversee the Sunday school programs including recruitment and training of teachers.
* Ordering of curriculum and supplies for classrooms and special events (Rally Day, VBS, teacher recognition, etc.) .
* Being present on Sunday mornings to greet guests, guide children to classrooms, collect offering, track attendance and facilitate the needs of the teachers.
* Working with Children’s Ministry Board to support and facilitate all Children’s Ministry activities.
* Acting as liaison between all Children’s Ministry program volunteers and church staff.
* Attending meetings as required.

**Support:**

An individual member of the Staff Parish Relations Committee shall be appointed as the official liaison to the Children’s Ministry Coordinator and meet regularly to address concerns of the church. The Staff-Parish Relations Committee shall conduct a quarterly evaluation with the Children’s Ministry Coordinator to provide positive reinforcement for tasks well-done, support for areas which need to be addressed, and provide a listening ear to give assistance and attention as needed.