

# **CHILDREN'S MINISTRY COORDINATOR**

PSC Job Description – Part-time (up to 15 hours)

May 26, 2025

**PURPOSE:** Provide relational and administrative leadership for Nursery through grade 5.

## **DUTIES/RESPONSIBILITIES:**

- Provide for, support, and encourage volunteers for the Children's Ministry.
- Organize a schedule for volunteers.
- Collaborate with the Children and Youth Commission in selecting curriculum and implementation.
- Establish an annual Budget and oversee expenses.
- Provide oversight into the implementation of the Children's Ministry for Sunday morning and Wednesday evening.
- Give leadership to the implementation of VBS and special services.
- Determine communication for specific initiatives related to Children's Ministry.
- Develop discipline policies for Children's Ministry volunteers.
- Invest in connecting relationally with children and parents.
- Collaborate with the Pastor of Student Ministries on helping to transition our 5<sup>th</sup> grade students into the student Ministry area.
- Meet with the Sr. Pastor to evaluate and support the Children's Ministry.
- Develop and expand the Children's Ministry as needed.

## **QUALIFICATIONS:**

- Demonstrate a love for Christ and a desire to continue a deep personal walk with Him.
- Ability to communicate effectively within a volunteer team.
- Administrative and organizational skills.
- A passion for Children's ministry.

## **ACCOUNTABILITY:**

This part-time position reports to the Sr. Pastor and is accountable to the PSC Board of Administration.