

SMCC Children's Ministry Coordinator



Summary:

The Children's Ministry Coordinator champions SMCC's Cultural values while maintaining the quality and care for the children's ministry department by providing support to both the Pastor of Children's Ministry and the volunteers in the department.

Key Attributes:

- **Winsome:** Friendly with staff, volunteers and visitors. Models, "What does love require?"
- **Detail oriented:** Sees the lint on the shoulder of the system
- **Quality Manager:** Looks for ways to improve things; sensitive to misses; committed to excellence
- **Solution Specialist:** Process follower and developer
- **Cheerleader:** Encourages people habitually

Organizational Relationships:

- Directly accountable to the Pastor of Children's Ministry
- Assists the ministry, staff and volunteers by growing all areas of the department
- Attends and participates in relevant staff meetings held at Draper and All Campus staff as required

Classifications:

- Full-time (40-45 hours/week) | Salaried
- Apart from seasonal necessity, working over 45 hours a week is strongly discouraged

Qualifications:

- Committed to the vision and values of SMCC
- Background or education in Elementary Education or equivalent in experience
- Has worked with Orange Curriculum or other children's curriculum a plus
- Excellent written and verbal communication skills
- Demonstrates proficiency in Office and online tools, Planning Center Online, Slack, Asana

Responsibilities:

- Works diligently with children's pastor to fulfill SMCC's mission.
- Attends/participates in relevant meetings: monthly All Campus, weekly Draper staff lunches, and all children's ministry meetings.
- Create engaging Facebook/Instagram posts & text in church content to communicate with the Children's Ministry community.
- Onboard volunteers in order to ensure that the ministry is continually staffed, and new volunteers have the correct documentation regarding policies and best practices as well as get set up in PCO correctly.
- Assis in volunteer scheduling and follow up during the week.
- Create Planning Event Forms for events.

- Create Event Evaluation Forms to record an event's successes and areas of feedback.
- Partner with Children's Pastor to understand recruitment needs.
- Assist in the development and execution of recruitment strategy to fulfill ministry volunteer needs.
- Improves ministry attractiveness to future volunteers through promotional practices.
- Assist in development and mentoring of leaders & volunteers.
- Attend and assist in preparation of ministry training meetings for the department.
- Weekend services: setting up classrooms, cover any teachers missing in action, answer questions and generally be available to assist for each hour of ministry.
- Midweek Programming: assist in planning, prep and execution of midweek activities.
- Develop/review and submit weekly curriculum to PCO and prepare activities for each class, this is a shared responsibility with the Children's Pastor.
- Set up posters monthly to provide themed décor and print out the monthly Parent Cue flyers for the department. Download the videos and material for each of the classrooms on to the proper iPad for classroom use.
- Follow up with new families and send "FUN MAIL" to kids, this is a shared responsibility with the Children's Pastor.
- Attend and assist in preparation of ministry training meetings for the department.
- Assist with seasonal & special events