



Job Description for **Children's Ministries Coordinator**

Reports to: Director of Family Ministries | Status: Part-Time

Coordinates and Assists: Children Ministries and Families

Ministry Overview and Church Brief:

Dalton First United Methodist Church is seeking an individual who nurtures a rich spiritual life to come along-side in serving the Director of Family Ministries. The Director provides vision and coordination of ministry to children, youth (ages 0-18), college-aged young adults (ages 19-26), their families, and is the Direct Supervisor of the full-day and half-day Christian Learning Center Directors. The Children's Ministry Coordinator will aid the ministry in generating new ideas, effectively coping with change and uncertainty, practicing integrity and transparent communication, working hard, and making connections in the congregation to serve families in a variety of roles.

Dalton First United Methodist Church is a storied congregation with a legacy of ministry spanning more than 175 years. The strong and large congregation is located in Dalton, Georgia. Dalton is a vibrant community considered by many as "The Flooring Capital of the World" and "Soccer Town, USA." As a United Methodist Church, we exist to "Make Disciples of Jesus Christ for the Transformation of the World" and our philosophy for all ministries is "Open Hearts, Open Minds, and Open Doors." We embrace new wineskins while building on deep foundations of ministry. We seek to share the Gospel and expand God's Kingdom by bringing grace to the community to which God has called us.

Essential Functions:

- Help engage all generations of the church in the life of Family Ministries (through casual conversations, formal information, gatherings, etc.).
- In collaboration with the Director of Family Ministries, design, schedule, organize, implement, and attend events, service projects, retreats, and mission trips; work as a team and in partnership with other staff for Children and their families
- In collaboration with the Director of Family Ministries, discern the needs for Wednesday night ministry offerings for children. Plan and implement those ideas with constant review and improvement.
- Assist in recruitment and scheduling of all children's ministries servant-volunteers.
- Update and track Family Ministry attendance.
- Review and maintain background checks for all adult volunteers for children's ministry in collaboration for with the Family Ministries Director.
- Organize weekly worship activity bags for children while in worship.
- Send out monthly newsletters for Children's ministry on Constant Contact or equivalent resource.
- Prep all lessons and classrooms for Sunday morning for Children's Ministry.
- Work with the Family Ministries Director to coordinate communications that inform and maximize engagement on social media.
- Effectively adhere to the budget set forth for every ministry and event.
- Responsible for all aspects of ensuring payments for special events are properly coordinated and deposited with Finance Director.

Other Responsibilities:

- Assist in the creation, management, and continual review all budgets/finances for children's ministry.
- Participate in weekly tactical ministry staff meetings.
- Participate in quarterly strategic ministry staff meetings.
- Routinely meet for one-on-one coaching and ministry review with Family Ministries Director.
- Participate in continuing education opportunities.

- Be a life-giving and engaged participant in standing church programs and worship services, and other duties as assigned.

Minimum Requirements:

- Bachelor Degree
- Embrace the Mission, Vision, Values and Strategy of Dalton First United Methodist Church.
- Familiar and comfortable with Wesleyan Theology
- Passion for engaging and nurturing children, students and their families.
- Flexibility in hours and scheduling.
- Successfully pass background check and drug screening.

Core Competencies:

Self-starter: Demonstrates drive and work-ethic that fully invests one's self in the ministry of the church.

Mission ownership: Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation by consistently behaving in a manner congruent with them and supportive of them.

Relationship building: Generates sense of approachability; fosters natural connections between others; supports culture of welcoming and connection in life of congregation; creates a spirit of openness that invites those who are spiritually or emotionally troubling to confide in him/her; demonstrates appropriate pastoral care, boundaries, and confidentiality.

Entrepreneurial: Has a track-record of launching and effectively building new ministries.

Process Management: Can visualize the larger picture of where ministry is heading; good at figuring out the key objectives, process(es) and resources necessary to get things done; self-motivated in providing direction and communication in accomplishing achievable goals; knows how to organize people and activities; can simplify and create realistic policy, timeline and infrastructure for repetitive processes, event and programs; decides in a timely manner and takes action keep larger picture in mind while tending to details.

Volunteer Management: Identifies, recruits and engages people in their areas of giftedness, skills and passions for volunteer positions; clearly and comfortably delegates both routine and important tasks and decisions; establishes clear expectations, providing training for each role; provides regular and ongoing feedback, development and appreciation about performance; creates a climate in which people want to do their best; makes each individual feel that their work is important.

Effective Communication: Provides the information congregation, parents and students need to know through storytelling and images. Creates environments people winsomely want to participate in. Uses verbal and nonverbal skills to deliver a message articulately and respectfully in a variety of settings and formats.

Teaching/Spiritual Formation: Demonstrates an understanding of discipleship as journey or process; selects curriculum that is relevant and contributes to a deeper understanding of scripture, theology and spiritual practice; designs effective lesson plans using a variety of learning styles and experiences to maintain interest, build connection to daily life and social justice issues, and promote deeper relationships while developing faith.

To Apply:

This is a part-time position of 20 hours per week. Compensation includes salary and support for continuing education. To make application, send your cover letter and resume to steven.usry@ngumc.net.