

NEW HOPE REFORMED CHURCH

Job Description

Title – Children’s Ministry Education Coordinator

Accountability - Children’s Ministry Team Leader

Position – 15-20 hours per week 23-25 hours per week (fluctuates based on program calendar)

Objective - Design and implement programs for pre-K (3 years old) to 5th graders that will foster learning and worship opportunities for the children of New Hope Church and community. The Children’s Ministry Mission, in partnership with parents/guardians, is to raise children to be disciples of Christ; rooted in God’s Word, love, and prayer.

Primary Responsibilities

1. Develop, organize and implement **Sunday School, Summer Praise School, KidSpace, School House Sunday School, Kids WOW (Fall and Winter sessions), Bookbag Blessing, Easter Egg Hunt, Birthday Party for Jesus**
 - a. Research, reevaluate and chose curriculums
 - b. Prepare curriculum and program materials
 - c. Set up/tear down decorations and materials
 - d. Recruit, schedule and train Adult and Youth Support Teams
 - i. Bible time, games, crafts, kitchen crew, music, tribe/crew leaders, shepherd’s
 - e. Partner with Communications on the design, creation and execution of invitations, registrations and marketing materials
 - f. Partner with Children’s Music Coordinator on the selection and execution of program music
 - g. Partner with Finance for payment options and reporting
 - h. Promote programs and Support Teams
2. Manage the **Children’s Ministry Facebook Page**
 - a. Promote all Children’s Ministry programs and events
 - b. Encourage program registrations and Support Team sign up
3. Other Responsibilities
 - a. Oversee Sunday morning programming on a rotating basis with other members of the Children’s Ministry Team
 - b. Attend Children’s Ministry Team meetings
 - c. Collaborate with Children’s Ministry Leader on current and future programs
 - d. Maintain registration database of children and families attending programs
4. Co-coordinate with Children’s Ministry Team, the organization and implementation of an annual **Vacation Bible School and Sports Camp**
 - a. Research and chose curriculum
 - b. Prepare curriculum and program materials
 - c. Recruit and train Adult and Youth Support Teams
 - i. VBS- Bible time, games, Imagination Station, KidVid, snacks, crew leaders and shepherds, registration, first aid, opening/closing, decorating, tear down, volunteer appreciation
 - ii. Sports Camp- Team coaches and assistant coaches, snacks, station leaders and assistants, Bible time, opening/closing, decorating, tear down, volunteer appreciation

- d. Partner with Communications on the design, creation and execution of registration and marketing materials
- e. Set up, decorate, and prepare church for camps
- f. Partner with Finance for payment options and reporting
- g. Promote camps and Support Teams

Qualifications

Bachelor's degree and experience with early childhood education is preferred

CPR/First Aid Certification

Active faith and belief in Christ

Ability to motivate and inspire others through programs and music

Strong communication and interpersonal skills

Enthusiastic, self-directed, organized, flexible leader able to nurture and motivate others in Christ

Approved 7/19/2016

Revised and approved 10.9.19