

NEW HOPE REFORMED CHURCH
Job Description

Title: **Children's Ministry Education Coordinator**
Accountability: Children's Ministry Team Leader
Position: Part-time: 16-20 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 children's ministry programs in conjunction with children's ministry team.
 - a. Prepare curriculum and program materials
 - b. Set up/tear down decorations and materials
 - c. Recruit, schedule, and train Adult and Youth Support Teams
 - d. Partner with Communications Administrator on the design, creation, and execution of program invitations, registrations, and marketing materials

2. 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 in partnership with the Office Administrator through CDM

3. Co-coordinate with Children's Ministry Team, the organization and implementation of an annual Vacation Bible School
 - a. Research and chose curriculum
 - b. Prepare curriculum and program materials
 - c. Recruit and train Adult and Youth Support Teams
 - d. Partner with Communications Administrator on the design, creation, and execution of program invitations, registrations, and marketing materials
 - e. Set up, decorate, and prepare church for VBS
 - f. Partner with Finance Administrator for payment options and reporting

Qualifications

Active faith and belief in Jesus Christ
Bachelor's degree and experience with early childhood/elementary education is preferred
CPR/First Aid Certification or willing to acquire
Ability to motivate and inspire others
Strong communication and interpersonal skills
Enthusiastic, self-directed, organized, flexible leader able to nurture and motivate others in Christ.

Approved 7/19/16

Revised 7/13/23