

**First United Methodist Church, Knoxville**  
**Job Description, Children's Ministries Coordinator (CMC) 2017**  
**March 6, 2017**

**1.0) Summary**

The main activity of the First United Methodist Church (FUMC) Children's Ministries Coordinator (CMC) is to develop, coordinate and promote the Children's Ministry of First Church Knoxville by:

- Providing leadership, developing materials and organizing volunteers to implement the children's program (infant, toddler, elementary)
- Bi-monthly events for either children, parents or family
- Outreach to the Child Development Center (CDC)

**2.0) Reports to**

The CMC position reports directly to the pastor and administratively to the Staff Parish Relations Committee (SPRC).

A SPRC Shepherd is designated to interface with the CMC on a regular basis during the calendar year to monitor and assist in the well-being of the employee.

**3.0) Work Schedule**

The CMC function has been designated as a part time position working an average of 15 hours per week.

The CMC will be expected to spend 3 to 4 hours each Sunday morning at the church (specific times to be arranged with the Pastor). The balance of the 15 hours/week, including their schedule and where the services are to be performed, shall be agreed to between CMC and the Pastor."

**4.0) Skills needed:**

1. Solid theological foundation: The Children's Ministry Coordinator (CMC) will be of mature Christian character with a desire for ministry and has familiarity with Christian Education and program resources including United Methodist resources.
2. Organization/Delegation: is a well-organized candidate with demonstrated ability to research and develop programs and delegate responsibilities.
3. Planning: Ability to plan for and manage financial resources. Is self-directed and able to multi-task.
4. Team behaviors: Commitment to a team approach to ministry; works with pastor, communications staff, and program ministry teams and motivates volunteers to accomplish goals.
5. Communication: solid oral and written communication skills in order to work with volunteers, Child Development Center (CDC) staff, CDC parents and promote programs to the community.

6. Relationship building: Ability to relate to and with children of all ages as well as parents and grandparents. Recruits motivates and manages volunteers for the program.
7. Marketing: Ability to work with staff to promote programs and events in a variety of mediums.
8. Education/Experience: A degree in relevant field desired but not required or comparable experience working with children and volunteers.

## **5.0) Duties and Responsibilities**

1. In partnership with the Pastor, develop short-term and long-range goals for creating and maintaining a relevant and vibrant ministry to children and families.
2. Recruit, coordinate, organize and maintain relationships with volunteers to assist with ministries to children and their families by developing and providing Sunday program materials, bi-monthly events and coordinating volunteers.
3. Develop and maintain a relationship with Child Development Center (CDC) staff and parents. Provide regular communications related to children's program on Sundays and other events. Assures facilities used are ready for CDC use the next day.
4. May be required to provide staff support for:
  - a. Sunday School (infants through 5<sup>th</sup> grade)
  - b. Children's Church (10:45 a.m.)
  - c. Infants, toddlers, elementary groups through 5<sup>th</sup> grade
  - d. Bi-monthly events for either children or families (coordinated with Discipleship Team events)
5. Works with First United Methodist Church (FUMC) Communications team to promote children and family ministry events and demonstrates an ability to use a wide range of media to promote programs and events to an audience both inside and outside the church.
6. Responsible for developing, communicating, implementing and supporting the Safe Sanctuary Policy of First United Methodist Church Knoxville to staff, laity, and paid nursery workers.
7. Attend meetings as requested for special reports or program coordination as directed by the pastor.
8. And other tasks as assigned.

### **5.1) Informal Quarterly Shepherd Reviews**

The Children's Ministry Coordinator (CMC) participates in the SPRC Quarterly Shepherd Reviews for the CMC job function. The reviews are designed to help all staff members be successful in their job functions. A basic template will be filled out by the Shepherd following discussions with the staff member and returned to the SPRC Chair.