

## **Job Description:**

### **Children & Family Ministries Coordinator**

The role of this person is to coordinate services and programs primarily for the Kindergarten, Preschool, Toddler and Nursery age children, in order to support and enhance the spiritual, emotional, and relational health of children and families. This shall be achieved through the presentation of the Gospel of Jesus, and the values of Christian living in a child-friendly manner. Our goal is to develop children to become vibrant disciples and mentor families. This is a direct component to the overall ministry of MGA. The responsibilities and duties of the Children & Family Coordinator will be derived from the vision and direction of the Children & Family Ministries Pastor and the Lead Pastor of MGA. Duties and Responsibilities will be achieved by their direction.

#### Qualifications of the Minister:

- A committed follower of Christ exhibiting spiritual maturity and Christian character as evidenced by the fruit of the Spirit and by the qualities required of Christian leaders (1 Tim 3:1-7, and as outlined in our Statement of Belief, Ethics and Constitution).
- Support of the vision and values of MGA.
- Enjoys a healthy personal & family life, with a joyful spirit and humble attitude.
- An awareness of their personality and spiritual gifts and how they interact with others.
- Willing to be credentialed by the FCA (or willing to transfer license from another denomination).
- Demonstrates a personal passion for children & families.
- People skills for connecting with young families.
- Has previous experience with children and/or family ministries.
- Possesses leadership skills, with gifts in mentoring, coaching and encouragement.
- Is a team player and willing to contribute to the development of a team-based, equipping ministry philosophy.
- Flexible and able to adjust in stride with the changing dynamics of working with people, while keeping a good attitude.
- Become part of the McMurray Gospel Assembly community.

Direct Report is to the Children & Family Pastor Of MGA.

#### Skills and Gifts:

- Love of children and families
- Ability to manage people and delegation
- Reliable
- Ability to teach in a child friendly way
- Administrative skills

#### Responsibilities:

- Attend to personal spiritual growth on a regular basis.

- Envision the families and workers in the objectives of this ministry.
- Recruit and train assistants and workers to lead and serve the multiple tasks.
- Pray for and with volunteer staff and workers on a regular basis.
- Recruit planning teams for special events.
- Provide for the pastoral care of the children and their families in this age group.

Specific Duties:

- Oversee ministry in each classroom of this age group.
- Provide for Kinder Kids, Toddler and Nursery children in each of the Sunday services.
- Provide for, support and adhere to a child safe environment through the Plan To Protect policy for the church.
- Recruit and prepare teachers and support people for each of these age groups.
- Provide child resources such as books, DVD's, music, toys, food, and related items.
- Ensure the safe delivery of the child with his/her family at end of each service.
- Help plan and organize special events.
- Provide for communication with the parents as is advisable.
- Follow-up phone calls of visitors and church families in this age group.
- Select & prepare curriculum for each season and each classroom in this age group.
- Help plan and attend all children's ministry training meetings.
- Communicate weekly to teachers about lessons, prayer needs, etc. in this age group.
- Arrange for weekly preparation of classrooms.
- Purchase supplies when needed.
- Plan for and organize childcare for Ladies Bible Study
- VBS (plan, organize, and run program)
- Baby Visits
- Baby Dedications
- Attend staff, pastors, and bi-weekly meetings.
- Staff devotional (approx every three weeks).
- Be available and flexible wherever the need may arise.

Salary or contract: will be provided as per the salary policy of the church

This pastor shall be entitled to periodic upgrading- continuing education as may be determined by the church budget and the Lead Pastor.