

Stilwell U.M.C.  
19335 Metcalf Avenue  
Stilwell, KS 66085



**Job Opening:** Children's Ministry Coordinator

**Hours:** Part-time (probably 8-10hrs/week)

**Pay:** \$25/hour

**Benefits:** None

### **Position Overview:**

The Children's Ministry Coordinator (CMC) is responsible for assuring that children are included and prioritized within the life of the congregation. The CMC will help lead the children in worship, study, fellowship, service activities, and other experiences that guide children as they grow in faith through working closely with the pastor(s), church members, parents, and other members of the church staff. The CMC will vision, plan, and advocate for children, particularly in the areas of faith development, safety, and discipleship. The CMC will work with other leaders in the congregation to assure that policies and procedures are in place to help keep all children and the adults who care for and work with them safe. These policies and procedures include such things as background checks, having at least two adults per group, and cardiopulmonary resuscitation and first-aid training.

The ideal candidate is not only familiar with the mission, goals, and purpose of The United Methodist Church but also has the experience and desire to serve God in Christian community. The CMC needs to be technologically savvy, a good communicator, and organized. This person will communicate regularly with the entire church, parents, volunteers, and members of the greater Stilwell community. The CMC is accountable to the Lead Pastor as well as the Staff/Parish Relations Committee.

### **General Outline of Responsibilities:**

- Build and maintain healthy relationships with the children, their families, and the many volunteers from within the congregation.
- Coordinate and lead in all children's ministries for all children (Age 0 - 5<sup>th</sup> grade).
  - This includes but is not limited to ministries such as Children's Church, Kid Connection, Trunk-or-Treat, Vacation Bible School, Parent's Night Out, retreats, and other special events.
  - The CMC will help organize and lead the Children's Church activities on Sunday Mornings (the Lead Pastor will help with this too).
  - The primary children's ministry activities will take place every week on Sunday mornings and Wednesday Evenings. There is one event that happens once/month on a Friday night.
- Identify, recruit, equip, lead, and deploy volunteers to work with & care for the children of the church.
- Participate in church staff meetings and other church meetings as needed.
- Other activities related to children, youth, and their families as directed by the Lead Pastor.

Interested applicants should send resume with 3 references to: [pastorphil@stilwellumc.org](mailto:pastorphil@stilwellumc.org)