

Christ United Methodist Church

Children's Ministry 5th-6th Grade Coordinator

Job Description

Department: Kids Ministry
Reports to: Kids Ministry Director
Work Hours: 20-25 Hours per Week

Purpose

Assist Director of Kids Discipleship and kids ministry staff to ensure a smoothly operating, safe and effective 5th-6th grade programming. Support a ministry that will touch student's lives with God's love, teach them God's Word and provide fellowship laying a foundation that will encourage all kids in the congregation to grow in faith as Christian disciples.

Responsibilities

- Prepare 5th-6th grade Sunday School curriculum weekly and take home resources for parents to include Sunday School Activity Sheets, Bible Challenges and Event Handouts
- Prepare Sunday School supplies for classrooms
- Recruit and train regular 5th-6th grade Sunday School teachers
- Find Sunday School teacher subs when needed
- Send weekly Sunday School teacher emails
- Coordinate Sunday School teacher trainings, faith development and leadership development – work with Director and Elementary Coordinators on what this will look like and implementation
- Plan District 56 worship (use Powerpoint). To include worship elements, object lesson, engaging graphic format, worship music, Sunday lesson topic, weekly announcements, etc.
- Work Sunday Mornings with Kids Ministry staff team to coordinate set-up, check-in, worship and Sunday school class time.
- Prepare Sunday School announcement handouts as needed (working with Kids Ministry Administrative Assistant)
- Prepare & promote 5th-6th Wednesday night bible study curriculum
- Prepare 5th-6th Wednesday night supplies
- Lead 5th-6th Wednesday night programming, recruiting volunteers/college workers as needed
- Work with other kids ministry coordinators to ensure that Wednesday night programming is seamless and integrated as a part of the bigger Kids Ministry picture.
- Plan additional events for 5th-6th grade ministry to fellowship, create bonds and draw closer to the Lord (at least 2 a semester).
- Take an active role in 6th grade Confirmation in the Spring Semester (Sunday evenings), working with Kids Ministry Director to define that role.
- Work with Kids Ministry Administrative Assistant to ensure that all Facility Request and Communications Request forms for 5th-6th grade programming is submitted in a timely manner
- Work with Kids Ministry Administrative Assistant to include 5th-6th grade information in the weekly Children's Ministry email (work with CM staff to determine content)
- Work with Administrative Assistant to create and post content on Kids Ministry social media regularly geared to parents of 5th-6th graders.
- Purchase supplies for Sunday School, Wednesday Night programming and special events
- Work with administrative assistant to set-up and maintain online registration forms and volunteer sign-ups for all 5th-6th grade programs as necessary
- Work with the entire Kids Ministry team on the organization, set-up and facilitation of the key annual events and family events in Children's Ministry (Fall Festival, Christmas Events, Tea Party, Easter Event, grade events, family events and summer events)

- Work with Kids Ministry staff team to create VBS Recruiting – Donation Request Display and volunteer recruiting video. Help recruit volunteers.
- Work with Kids Ministry staff team to plan and execute VBS
- Take the lead on placing, training and monitoring 56 volunteers at VBS
- Assist in the planning and preparation of Spring Retreat
- Attend Spring Retreat if possible (or help recruit a lay leader to run Spring Retreat)
- Attend all volunteer trainings (Sunday School, Events, VBS)
- Help maintain organization of the Kids Ministry Resource Room and storage closets
- Provide input into the growth and development of Christ Kids programs
- Attend weekly kids ministry staff meeting
- Work with Kids Ministry team to Develop and implement ideas to engage whole families and provide parental resources in home for faith development for children (events, meetings, workshops, email campaigns, social media, etc)
- Attend Kids Parent Council meetings
- Other duties as assigned by the Kids Ministry Director

Spiritual Gifts and Qualifications Needed for the Job

- Clear testimony of faith in Jesus Christ and a vital, growing personal relationship with Him
- Passion for ministry with 5th-6th graders
- College Degree, or working on a College Degree
- Excellent computer and online skills; Proficient in the use of Microsoft Office, Publisher, Word, PowerPoint, Excel & Outlook
- Experience working with children or youth in a similar age range as 5th-6th grade
- Requires a high level of initiative and the ability to work independently, performing duties with minimal supervision
- Ability to anticipate needs, be highly organized, pay attention to detail, multi-task and be a good time manager
- Excellent communication skills, enjoys working as a part of a team and collaborating with others
- Creative and willing to think outside the box

***The descriptions above are intended to describe the general nature and level of work being performed. They are not an exhaustive list of all responsibilities, duties and skills required. These are subject to change determined by the Kids Ministry team as a whole.