

**Children's Ministry Coordinator**  
**(Revised March 2019)**

**Position Title:** Children's Ministry Coordinator (known further as CMC)

**Responsible To:** Staff Parish Relations Committee (SPRC) and Children, Youth and Family Ministries (CYFM)

**Ministry Goal:** Support the Spearfish United Methodist Church's mission to, "Make new disciples of Jesus Christ for the transformation of the world" and helping to fulfill its vision to, "Know God. Love God. Serve others." CMC will assist with the spiritual formation of children, youth, and adults of the Spearfish UMC through teacher support, assistance, and assessment of needs.

**Duties and Responsibilities:** CMC will be responsible for doing the following:

1. Find and evaluate curriculum for Sunday School, Children's Church, and Vacation Bible School (VBS) with the approval of CYFM and pastor; includes researching, selecting, and ordering of materials.
2. Coordinate volunteers for Sunday School, Children's Church, and VBS including, but not limited to:
  - 2.1. Teachers, leaders, aids
  - 2.2. Attendance collector
  - 2.3. Substitutes
  - 2.4. VBS director/leaders/shepherds
  - 2.5. Cover classes when emergencies arise (e.g. unexpected absences)
3. Organize and inventory teacher supplies and items as needed to implement classes every Sunday
4. Record attendance and offering weekly and report to administrative assistant.
5. Work in conjunction with the Nursery Director.
6. Attend CYFM meetings and other church meetings as necessary.
7. Be an integral part of the church community by attending weekend worship service(s) at Spearfish UMC.
8. Utilize continuing education opportunities as they arise.
9. Publicize and Market education events for Spearfish UMC to the greater community.

10. Facilitate a yearly Sunday school teacher training.
11. Other duties as assigned.

**Qualifications/ Skills:**

1. Strong Christian faith commitment, including Biblical knowledge
2. Self-motivated and well organized
3. Strong communication skills
4. Strong interpersonal skills with children and adults
5. Ability to delegate
6. Love and commitment to program
7. Elective CPR training

**Applicants must pass a background check.**

**Hours:** 10 hours / week

**Wage:** \$6000 / annum