

# Application for Children's Ministry Coordinator Presbyterian Church of the Big Wood

## Position Description Qualifications

The Presbyterian Church of the Big Wood (PCBW) is seeking a Children's Ministry Coordinator who possesses a personal faith in Jesus Christ as Lord and Savior, a heartfelt desire to work with children and their families, and a demonstrated effectiveness in creating and leading effective ministry programming for children from the cradle through 5th grade. The person we are looking for should be innovative, enthusiastic, flexible, and be able to build a strong team of ministry volunteers. A more detailed job description is attached.

PCBW is a congregation that believes the Bible to be God's Word, sees salvation as coming by grace through a personal relationship with Jesus Christ as Savior and Lord, and is actively seeking to help others come to know Christ. Because our denominational affiliation will soon be ECO: A Covenant Order of Evangelical Presbyterians, our staff people (like our elders) should be comfortable affirming ECO's "Essential Tenets" (found here: <http://eco-pres.org/static/media/uploads/resources/Essential%20Tenets/eco-essential-tenets-confessions.pdf>).

### We are looking for a candidate with the following:

1. A genuine faith in Jesus Christ
2. A lifestyle consistent with faith in Jesus Christ
3. A heartfelt desire to work with children in children's ministry
4. Demonstrated effectiveness in creating and leading ministry programming that is attractive to children, and which builds them up as disciples of Jesus
5. A desire to become an active part of the Presbyterian Church of the Big Wood community

### Interested applicants should provide the following:

Completed Application which includes:

1. Personal data
2. Educational information
3. Reference information
4. Written responses - see application

### Job Closing Date:

When filled

### Contact Information

Mark Inouye  
Search Committee: Children's Ministry Coordinator Search Committee  
Presbyterian Church of Big Wood  
PO Box 660  
Ketchum, ID 83340

Email: [mark@pcbwo.org](mailto:mark@pcbwo.org)  
Church Phone: (208) 726-5123

## SECTION 1 PERSONAL DATA

Name \_\_\_\_\_  
*Last First Middle*

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: Work (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## SECTION 2 SKILL INFORMATION

Colleges or universities attended and degrees earned (if any):

School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Dates attended \_\_\_\_\_ Degree \_\_\_\_\_

School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Dates attended \_\_\_\_\_ Degree \_\_\_\_\_

## SECTION 3 REFERENCES INFORMATION

Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

## SECTION 4 WRITTEN RESPONSES (please submit separately)

1. What experience do you have in children's ministry? Why do you enjoy it?
2. In which (if any) church communities have you served? What is important to you about a church?
3. What is your current position?
4. How would you approach ministry to children?
5. Please provide us with a written statement of your Christian faith. What do you believe? Who is Jesus to you? Why is He important?

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Children's Ministry Coordinator Job Description**

### **Overall Function and Objective of Position**

1. Work together with the session and the staff to help the church realize in its mission for Christ in the Wood River Valley community and beyond.
2. Oversee and give leadership to the church's ministry to youth (grades cradle-5th grade) and their families.

### **Line Authority**

Children's Ministry Coordinator shall report to the Pastor, Head of Staff.

### **Duties and Responsibilities**

#### Sunday School

- Recruit Sunday School teachers – number of classes varies depending on the numbers (3 year olds – 6<sup>th</sup> Gr.) for school year (approx. 39 weeks) with substitute teachers.
- Hire and supervise nursery staff and provide age appropriate, clean toys for nursery.
- Oversee/prepare crying room
- Be available to Sunday School teachers to provide encouragement, advise, and help as needed.
- Review, order, and distribute curriculum for each Sunday School class, during the school year.
- Inventory, purchase, and organize needed Sunday School supplies.
- Address issues that arise relating to Sunday School (baptism, discipline, etc.) on an ongoing basis.
- Be available on Sunday mornings, covering absences with other recruited leadership.
- Welcome children and parents; direct new people to classes. (Encourage teachers to take attendance, establish relationships and clean-up, etc.). Troubleshoot.

#### **Summer Sunday School**

- Find and implement curriculum to meet unique summer demands.
- Recruit and train teachers.
- Hire / train / encourage summer intern, if available.
- Provide materials for summer Sunday School.

#### Vacation Bible School:

- Set date.
- Review curriculum and order.
- Publicize event in community and church.
- Recruit a co-chair, committee heads – e.g. crafts, games, food, registration, publicity – volunteers, and teachers.
- Set and monitor budget.
- Oversee registration.
- Administrate and troubleshoot the week of VBS.

#### Christmas Service

- In cooperation with Worship Director, plan and coordinate the family Christmas Eve service.
- Recruit families to be Advent readers

#### Administration

- To build and maintain a database of children who attend PCBW.
- Monitor weekly attendance (to ensure adequate supplies and help).
- Submit an annual budget, monitor-approved budget and maintain records.
- Contribute information / announcements to the church bulletin and newsletter as needed.

## **Ministry to Church Families:**

### Communication

- Inform parents about our activities in newsletter.
- Be known to congregation through making announcements in front of church family, children's time occasionally, etc.
- Coordinate children's time in the Sunday morning worship service.
- Recruit parent involvement in CMT and children's activities.

### Outreach

- Work with other church staff, ministries to provide special parent workshops or other opportunities (e.g. in conjunction with pastors, adult ministries, etc.)

### Children's /Family Events

- Create calendar of events that will foster authentic relationships among children and all other church family members throughout the year. Reach out to and invite new families to events (family bowling, Easter activity, kid's fun nights/days, outreach projects, etc.)

### Special Activities

- Maintain and enrich with the help of CMT.

## **Ministry to CMT/Volunteer Staff**

### Children's Ministry

- To recruit and work alongside CMT.
- Plan the agenda for the monthly meeting.
- Attend the monthly meetings.
- Provide resources to CMT members on limited basis.

### Staff Relations

- Attend regular staff meetings.
- Maintain supportive and cooperative relationships with other staff, session members, and congregation.

## **Ministry to Big Wood School**

- Coordinate activities with Big Wood School Director
- Communicate and promote programs of the Big Wood School with the PCBW family / and programs of PCBW with the Big Wood School
- Involve students from the Big Wood School in worship with the Presbyterian Church of the Big Wood at time deemed appropriate by Children's Ministry Director and Big Wood School Director

## **Other**

- Actively involved as a part of the PCBW family
- Other mutually agreed upon ministry activities

## **Employment Terms**

- Full time position: 25 hours
- Supervisor: Senior Pastor

## **Salary and Benefits**

- TBD
- Health care coverage for employee
- Vacation: (per employee handbook)
  - After 1 year of service 10 workdays vacation with pay
  - After 3 years of service 15 workdays vacation with pay
  - After 10 years, 20 workday vacation with pay