

Sardis Presbyterian Church Children's Ministry Interim Coordinator

sardis.org

Hours Per Week: Part-time, 20 hours/week

Pay: \$2,000-\$2,800/month (based on experience)

Reports to: Associate Pastor for Contemporary Worship and Community Building

Start Date: Flexible; as soon as possible

To apply, please submit resume to Rev. Allysen Schaaf at allysen.schaaf@sardis.org

Position Overview: At Sardis Presbyterian Church, we explore faith together and equip disciples of Jesus Christ who will impact the world in every aspect of their lives to the glory of God. Children are an essential part of this calling; a reality that we bear witness to every time a child is baptized. We are seeking an Interim Coordinator of Children's Ministries who will serve the church by being responsible for ministering to all children (ages birth through 5th grade), and their families and nurture them in their journey of discipleship. Founded in 1790, Sardis Presbyterian Church is a 1,250 member congregation church located in Charlotte, NC. The Interim Coordinator of Children's Ministries is accountable to the Session through the Personnel Ministry and Faith Formation Ministry and is supervised by the Associate Pastor for Contemporary Worship and Community Building.

Primary Responsibilities: This position is primarily focused on in-person presence and leadership weekly on Sunday mornings (8am-12:30pm) and Sunday evenings (5pm-7:30pm). Preparation and administrative work could be done in the office or remotely during the week.

- Lead Sunday Night Worship, Arts, Music (WAM) program with elementary aged children. Collaborate with Director of Youth Ministry and Director of Traditional Music on meal volunteers. Collaborate with Director of Traditional Music on WAM evening schedule and programming. Lead program for children and/or coordinate with other volunteer program leaders.
- Assist/support volunteer nursery coordinator and ensure there are volunteers scheduled for each week for both Sunday worship services and other occasions when nursery is open. Help recruit volunteers or serve in nursery as needed.
- Be present during Sunday school hour each week, check in with Children's Sunday School teachers to ensure they have the supplies, attendance sheets, and support they need. Curriculum for Sunday School is already provided for the year.
- Provide Director of Communications with updated information on Children's ministry news and events for church-wide and children's family publications.
- Engage and build relationships with children and their families.

Other / As Needed Responsibilities

- Attend monthly children's ministry team meetings.
- Work with other staff to facilitate Child and Youth Protection training for volunteers as needed or offer online training material and ensure records of trained volunteers are kept.

Qualifications

- Work experience in Faith Formation or Christian Education is preferred.
- Effectively relates to people of all ages, especially infants through 5th graders.
- Ability to plan, organize, and execute ministry programs.
- Supports, collaborates with, and communicates well with volunteers and families in the ministry.
- Creates a positive, welcoming environment where children feel safe and loved.
- Willingness to support the reformed traditions of the provided program curriculum and in interactions with children and their families.

DETAILED DESCRIPTION of Responsibilities

Primary Responsibilities: This position is primarily focused on in-person presence and leadership weekly on Sunday mornings (8am-12:30pm) and Sunday evenings (5pm-7:30pm).

Sunday Schedule:

8:45am-10am Nursery Open

9:00am Worship in Fellowship Hall

10-10:45am Sunday School

10:45-12:00 Nursery open

11:00 Worship in Sanctuary

6-7:30pm WAM dinner and program

Welcome and build relationships with children and their families. Create a welcoming and inclusive environment for all children.

Lead Sunday Night Worship, Arts, Music (WAM) program with elementary children.

- Collaborate with Director of Traditional Music, Kaitlyn Davros on WAM evening schedule and programming.
- Lead program and help prepare supplies for children and/or coordinate with other volunteer program leaders.
- Help recruit volunteers to serve as 2nd adults.

Nursery Care

- Assist/support the nursery volunteer coordinator, Christy Barrett, and ensure there are volunteers lined up each week during both Sunday worship services (9am and 11am) and other occasions when nursery is open.
- Assist in the nursery if needed.

Sunday School

- Be present during Sunday school hour each week and check in with each class (Preschool, K-2, 3-5).
- Check in with Children's Sunday School teachers periodically to ensure they have the supplies, attendance sheets, and support they need. (Teachers are recruited and curriculum for Sunday School is already provided for the year.)
- Substitute as 2nd adult or as Lead teacher if needed.

Worship

- Be present during 9am and 11am worship. Welcome families who are in worship, in the toddler space, and the nursery.
- Support children's engagement and involvement in worship in collaboration with other staff.

Weekly Communication with Families

- Provide Director of Communications with updated information on Children's ministry news and events for church-wide and children's family publications.
- Communicate with families via Remind Texts, Facebook etc.

Be present, as able, for large church events when children and families will be present.

This could include but isn't limited to:

- Pumpkinpalooza, Oct. 28, 3-5pm
- Christmas Eve Family worship service, Dec. 24, 5pm
- Easter Sunday and Egg Hunt, March 31, 2024

Coordinate Other Children's Ministry Events in Collaboration with other volunteers/staff.

This could include but is not limited to:

- Movie night on the lawn
- Playground playdate/popsicle time
- Vacation Bible School and Compassion Camp in the Summer
- Mission and Service project with children and families

Other Responsibilities

- Encourage all families to fill out a 2023-24 Children's Ministry Registration Form and keep information updated in shared spreadsheet. Share this information with volunteer teachers, WAM leaders, and staff as needed.
- Attend monthly children's ministry team meetings. Typically the 2nd Monday of the month at 7pm on Zoom. Chair of Children's ministry for 2023 is Kelly Cruse.
- Work with other staff to ensure all volunteers with children have completed the Child and Youth Protection training and forms.