



JOB DESCRIPTION

COORDINATOR OF CHILDREN'S MINISTRY- BI-LINGUAL MINISTRIES

The Coordinator of Children's Ministry at Custer Road United Methodist Church (CRUMC) shall be a person of genuine and deepening Christian character, willing to grow as a loyal participant of a ministry team, able to work and communicate well to cultivate trust with other people in a growing congregation.

PURPOSE: This Coordinator is directly responsible for the coordination and implementation of bi-lingual programming for the birth-5th grade Sunday School program in addition to other children's ministry responsibilities across children's program levels.

HOURS: The Coordinator of Children's Ministry Bi-Lingual Ministries is an exempt part-time employee and is governed by CRUMC's Employee Handbook. The expected time commitment for this position will be 25 hours per week. Additional hours may be needed from time to time. This candidate will be expected to work on Sunday mornings.

STAFF SUPERVISION: Reports to the Director of Children's Ministry.

RESPONSIBILITIES: In conformity with CRUMC's policies and procedures, as well as those contained in the United Methodist Book of Discipline, the position responsibilities will include those generally described below, but may not be limited to the following:

- ◆ Help cast vision and implement a Sunday morning experience for Spanish speaking and bi-lingual children during the 9:45 a.m. Sunday School hour.
- ◆ Supervise Sunday morning program support staff and volunteers and work as a team with other staff in Children's Ministry, the CRUMC Children's Council, and the Education Ministries team.
- ◆ Recruit, train, schedule, empower, and oversee volunteers to assist with bi-lingual ministry opportunities.
- ◆ Assist the Director of Children's Ministry to determine age-appropriate curriculum and supply needs for bi-lingual classes and programs.
- ◆ Execute timely delivery of lesson content to volunteers and staff while ensuring volunteers have received, read, understand, and are prepared to teach the lesson.
- ◆ Monitor class size as related to the classroom space and number of adult volunteers to comply with Ministry Safe standards.
- ◆ Assist Director of Children's Ministry with all program communications and publicity.
- ◆ Oversee coordination of childcare needs for ESL classes. Be available at the beginning and end of ESL classes to greet parents and develop relationships with the families. Help implement simple, Bible-based lessons for the children in ESL childcare.
- ◆ Work closely with Community Engagements and Spanish Ministry coordinator and Pastor for Spanish Ministries to create connections with Spanish speaking families.
- ◆ Assist with the development and maintenance of yearly Children's Ministry budget.
- ◆ Assist Director of Children's Ministry with the implementation of ongoing events such as CRKids on Mission.
- ◆ Assist Director of Children's Ministry to implement seasonal events such as Vacation Bible School (VBS), summer camps, Family Camp, holiday events, etc.
- ◆ Other duties as deemed necessary.

QUALIFICATIONS REQUIREMENTS:

- ◆ Bachelor degree preferred and/or three+ years of professional experience working with children in a church or school setting.
- ◆ Biblically grounded in their faith as a follower of Jesus Christ.

- ◆ Cares deeply for mentoring children's spiritual journeys.
- ◆ Fluent in English and Spanish, both in written and spoken form.
- ◆ Culturally Competent.
- ◆ Ability to help volunteers across generations find ways to use their spiritual gifts with children.
- ◆ Candidate must possess qualities/characteristics of:
 - Excellent communication in both verbal and written form
 - Leadership- able to lead others, whether children, volunteers, staff, etc.
 - Positive and affirming attitude
 - Is a self-starter and experienced project manager
 - Organized and demonstrates common sense
- ◆ Must be able to keep confidentiality and present one's self professionally at all times
- ◆ Computer proficient in Microsoft Office
- ◆ Required to be onsite Sunday morning and attend weekly staff and Children's Ministry team meetings.