

Park Street Brethren Church

"Empowering authentic disciples who live life on mission with God."

Title: Children's Ministry Coordinator

Reports to: Executive Pastor

Job Type: Full-Time, Salaried Position

Summary of Position:

The Children's Ministry Coordinator is responsible to oversee the entire children's ministry, including Park Street School, to ensure a smoothly operating, safe, and effective program that fosters love in the lives of children and families for Jesus Christ. The Children's Ministry Coordinator will recruit and train leaders who will invest in the lives of kids at PSBC and encourage them to grow in God's love, instruct them in the basic truths of Scripture, and provide nurturing fellowship with the greater Park Street community. The Children's Ministry Coordinator will supervise and support the School Director and ensure that Park Street School is a healthy and effective ministry of the church.

Duties and Responsibilities:

- Oversee and coordinate all aspects of the children's ministry.
- Provide support and collaboration with Park Street School through a healthy working relationship with the School Director and staff.
- Organize training and planning opportunities for children's workers.
- Screen all volunteers before placing them in ministry with children.
- Recruit and develop volunteers to help with children's ministry as needed.
- Continually assess the effectiveness and impact of services offered through children's ministry, implementing best practices and understanding of different models of ministry.
- Approve all children's ministries programs, curricula, activities, and disbursement of funds needed to achieve the mission of the children's ministry.
- Be available to counsel and pray with children and their families regarding spiritual matters.
- Collaborate with staff to lead and support other ministry objectives that would benefit from child care.
- Develop the children's ministry budget and track expenditures throughout the year.
- Uphold the mission, values, and vision of Park Street Brethren Church.
- Demonstrate a growing relationship with Jesus Christ.

