



Emmanuel  
PRESBYTERIAN CHURCH

## Open Position: Children's Ministry Coordinator (part-time)

December 2017

Emmanuel Presbyterian Church seeks a part-time Children's Ministry Coordinator to oversee our children's ministry. Emmanuel is a congregation in the Morningside Heights neighborhood of Manhattan, a church plant of Redeemer Presbyterian Church, and part of the Presbyterian Church in America. Our worship on Sunday morning averages 150 in attendance (125 adults, 25 children). We offer a nursery for children under age 2, and a Sunday school program (during the sermon) for children age 2 through grade 6.

The children's ministry seeks to nurture families with the aim that our children come to know and follow Jesus, with a view to their remaining in the life of the church when they are adults.

### **Responsibilities:**

Work with the Director of Community and Family Ministries to implement a strategy for serving families and their children within the life of the church.

Recruit, train, schedule, and mentor volunteers for service in various aspects of the ministry.

Oversee the volunteer teachers and assistants in their tasks, undertaking development and training, reviews, etc.

Create and uphold ministry policies concerning discipline, pedagogical methods, safety, etc.

Order and distribute curriculum each season.

Assist the Director of Community and Family Ministries to create ways to equip and support parents (through seminars, providing resources, etc.).

Work with the broader staff (attend staff meetings, work in conjunction with Sunday Operations coordinator, church administrator, etc.).

Communicate and interact with parents about the activities and vision of the ministry and about the spiritual and emotional development of their children.

Communicate with members of the congregation, particularly potential volunteers, about the activities, goals, and needs of the children's ministry.

Coordinate the children's program for the annual church retreat and nursery for special events.

Keep track of ministry expenditures and prepare and submit annual budgetary requests for the ministry.

Oversee storage, maintenance, and replacement of children's ministry equipment and materials.

**Hours:**

Average of 10 hours per week.

**Requirements:**

The ideal candidate would be a highly organized and effective manager, able to recruit, encourage, and support a large body of volunteers. This person would demonstrate an exceptional ability to work well with others, exhibiting gentle, gracious, and clear communication; receptivity to input from others; and enthusiasm for adapting to changing situations in a growing ministry. Experience as a parent is preferred.

Membership at Emmanuel and participation in the life of the church is expected.

**Further information:**

You can read through our Children's Ministry Policies and Procedures to get more information about our children's ministry. You can also direct questions to Melissa Toomajian: [melissa@emmanuelnyc.org](mailto:melissa@emmanuelnyc.org).

**Applying:**

If interested, please send resume and cover letter as attachments to Melissa Toomajian: [melissa@emmanuelnyc.org](mailto:melissa@emmanuelnyc.org).