

**FIRST PRESBYTERIAN CHURCH  
Greer, South Carolina**

**Part-Time Children's Ministry Coordinator  
(15-19 hours per week)**

The primary focus of this part-time position is to support the functions of the Faith Formation Committee in the area of Children's Ministry at First Presbyterian Church with the organization and implementation of children's faith development activities. The person in this staff position will work directly with other church staff and congregation members to fulfill the faith formation needs of the church. This staff person will be accountable to the Session through the Director of Operations, the Faith Formation Committee and the Personnel/Administration Committee.

**Specific responsibilities include but are not limited to the following:**

- Recruitment, vetting, training and scheduling of volunteers for children's programming and care
- Working with the Faith Formation committee, plan, implement and oversee children's faith formation programming to include, but not limited to:
  - Sunday School
  - Wee Kirk
  - Fabulous Friday
  - F3 for 4<sup>th</sup> & 5<sup>th</sup> graders
  - Summer Camp promotion, registration, etc.
  - Vacation Bible School
- Support the church nurseries
- Attend regular staff meetings and meetings of the Faith Formation Committee and pertinent subcommittees.
- Provide long term planning for special services, programs, seasons for children nursery to 5<sup>th</sup> grade.
- Assess and work, with others, to meet the needs of children in worship.
- Advise with selection of children's curriculum
- Work, under the direction of the Faith Formation Committee, to create and maintain a budget for children's ministry programming.

***Experience/Education:***

This staff person should have a strong commitment to the Christian faith, and a desire to support the mission of the church. They should also have an interest in working with people of all ages. Education and/or experience in working with children, youth and organizational tasks is necessary for this position. Childhood development knowledge as well as experience with children's faith formation curriculum and programming, such as Godly Play, is preferred, but not required. An excellent demonstration of skills in the areas of communication, working well with others, technology and organization are key to this position. S/he will often represent the church to children, parents and other members of the congregation and must be able to do so in a professional and friendly manner. A high degree of confidentiality must be able to be maintained by this person. S/he will.