

First Presbyterian Church of Boulder
1820 15th Street
Boulder, CO 80304

PT or FT Interim Ministry Coordinator for Children and Family Ministry

Applications are being accepted for an Interim Ministry Coordinator to Children and Family Ministry. This can be a part-time or full-time position equivalent to 20–40 hours per week. The position is temporary through June 2018 with the potential of becoming permanent.

To apply visit <https://www.fpcboulder.org/job-opportunities>. A cover letter, resume and completed application must be submitted to amatthews@fpcboulder.org to be considered for the position.

FIRST PRESBYTERIAN CHURCH OF BOULDER Job Description

POSITION: Interim Full-time Ministry Coordinator for Children and Family Ministry (Nov 27 – June 30, 2018)

REPORTS TO: Director of Children and Family Ministry

MINISTRY DEPARTMENT: Children and Family Ministry

POSITION RATIONALE:

To strategically serve the church by assisting in the administration, development, and coordination of an effective ministry to meet the needs of the Children and Family Ministry

GENERAL REQUIREMENTS/PREREQUISITES:

- A person of maturing Christian faith with a servant's heart
- Vision and passion for ministry to children and families to lead spiritually, by helping them "Go Deep" in Jesus, to "Live Wide" with their gifting's, and to "Be Rooted" where the Lord has them planted
- Superior organizational skills and strong and thorough attention to details
- Strong interpersonal and communication skills, written and verbal
- Ability to organize, plan and execute many events, programs, and camps
- A love of children and their families and a desire to see them grow in their faith
- Ability to work nights, weekends, and holidays, as requested.
- Approved background check

UNIQUE MINISTRY RESPONSIBILITIES/ACCOUNTABILITIES:

*Provide **program leadership** to the following areas while making a valiant effort of Disciples Making Disciples, Risky Worship, and Kingdom Growth:*

- Maintain an orderly office space to best interface with families, children, staff and leaders.
- Actively and positively represent the needs and interests of CFM as an interim member of the CFM committee and other department/program/event planning meetings
- Empower and utilize the department intern(s) on a daily basis
- Coordination, administration and execution of *Programs and *Special Events
- Provide excellent systems and management such as registrations, volunteer applications, rosters, nametags, room scheduling, calendaring, safety policies and room reservations and room organization
- Teach in various children's programs as needed
- Host the kiosk when needed
- Maintain Green Room snacks with parent volunteers

Equip and care for **volunteers**, taking on the essences of Bo(u)lder Love, Boundless Hospitality, and Disciples Making Disciples:

- Oversee the resourcing of Sunday School and Base Camp volunteers by preparing curriculum, materials and rooms
- Maintain the overall screening and data base process for volunteers
- Support the development of training and appreciation spaces and events
- Assist in the recruitment of volunteers for programs, events, and camps

Serve as a primary **communicator** for the ministry as a means of outreach, support and encouragement to the children, parents, volunteers, congregation and greater community by:

- Maintain the KidTrek webpage on church website
- Produce mass email communications to leaders and families and write and submit Church bulletin announcements
- Create and distribute excellent promotional materials for programs, events, camps
- Print and assemble volunteer, staff and various training and teaching manuals

Plan and **manage resources**, recognizing it is all for Kingdom Growth:

- Order supplies and curriculum for the various classes, events and programs when asked
- Provide financial accountability by allocating expenses to the appropriate accounts
- Maintain supply closets, Work Room, Game Room, Green Room and classrooms (and cabinets) for efficient use of materials
- Ensure that CFM facilities reflect a safe, organized, clean, professional, Christian environment

OTHER SKILLS/ABILITIES UNIQUELY REQUIRED TO SUCCESSFULLY LEAD THIS MINISTRY:

- A heart to serve the congregation as a partner in ministry
- Ability to work with diverse and sometimes difficult personalities
- Ability to set boundaries with the dynamics of “the work is never done” even though the day is
- Eagerly cooperate with CFM Director by performing any other duties when assigned

CHURCH-WIDE RESPONSIBILITIES/ACCOUNTABILITIES:

- Actively participate in monthly all staff lunches, weekly all staff devotions and monthly committee meetings
- Maintain ministry databases
- Work with High School and Middle School ministries on creating a unified front to all families of the church

***Programs**
Sunday School Eagle Lake Rez Camp
Base Camp Kiosk Ministry
Music Camp Tree House Library

***Special Events**
Christmas Musical (KidTrek Carnival)
Big Give Family Ministry classes

Reviewed by **Employee:** _____ **Supervisor** _____ Date: _____
Signature *Signature*

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.