**Position Description**

**Park Avenue United Methodist Church**

(rev. May 2016)

**Title:** Summer Children’s Church Coordinator (Part-time / temporary / approx. 10 hours week/$16 hr.)

**Purpose:** This position develops and implements a Children’s Church ministry that supports the mission and vision of Park Avenue UMC. This position is specifically focused on leading, equipping and nurturing children and lay leadership who in turn will help equip children to grow in their walk with Jesus.

**Spiritual Qualification:** Personal relationship with Jesus Christ as demonstrated through a commitment to Christ’s teachings in both language and actions.

**Qualifications:** Educational and/or teaching experience preferred, adult 19 years old or older.

* Teaching, encouraging, leadership, evangelism, group dynamics, project management.
* Leadership development plans, curricula, and fun interactive activities.
* Computer skills in word processing, social media, email, phone etc.
* Committed to further spiritual and professional development.

**Principle Responsibilities: Duties include, but are not limited to…**

1. Leadership and Leadership Development
   1. Recruit, Equip, Lead and Nurture Diverse Servant Leadership and Teaching Team.
      1. Develop, organize and implement volunteer leadership training.
      2. Communicate ministry needs with the larger Park Avenue Congregation.
   2. Partner with Children’s Advisory Council volunteers and attend monthly planning meetings.
2. Safety
   1. Ensure that “Safe Sanctuaries” best practices are in place to protect children in PAUMC children’s programs.
3. Discipleship
   1. Plan, evaluate, and develop spiritually centered, fun, and interactive children’s programs, for Summer Children’s Church (June 12- Sept 4, 2016)
      1. 1st – 5th Grade
4. Connectional Ministry
   1. Develop consistent, effective means of communicating information including vision, events, and ministry needs to children, families, parents, leaders, and the larger Park Avenue community.
   2. Coordinate connecting points between children and other ministry areas (i.e. , Worship,Youth, Administration, etc.)

**Reporting Responsibility**: Reports to the Senior Pastor.

**To Apply:** please email a letter of interest along with your qualifications to Michelle Higgins:

*michellehiggins@parkavechurch.org*

**Approved by SPRC:** May 2016