

Position Title: Downtown Children's Ministry Coordinator

Hours: 12-15 hours a week

Principal Function:

Oversee and coordinate the personnel, program, and operations for the Children's Ministry at Pacific Crossroads' downtown evening service.

Specific Responsibilities:

Volunteer Recruiting & Screening

- Create and implement a Recruiting Plan to recruit and screen teachers and other volunteers downtown Children's Ministry (DTCM)

Volunteer Management

- Work with other CM staff to plan and oversee regular training for all DTCM volunteers
- Coordinate volunteer schedules and rosters
- Send weekly emails with service reminders and lesson addendums
- Communicate operational changes or general updates to volunteers
- Visit classrooms to observe teachers
- Implement and follow all Children's Ministry Safety Policies

Children's Ministry Staff Management

- Coordinate conducting background checks with Children's Ministry Coordinator
- Supervise, develop, and care for Children's Ministry Staff
- Coordinate bi-annual staff appreciation events
- Approve and turn in weekly hours of paid staff and their schedules
- Assist in the hiring and training of new staff
 - Manage and track vacation/sick days
 - Communicate operational changes or general updates to Sunday Workers
 - Oversee Downtown Children's Ministry Operations Coordinator

Program

- Work with other CM staff to select quality Sunday School curriculum which is biblically sound and theologically reformed
- Plan and coordinate children's worship time, including:
 - Someone to guide through basic "Order of Worship"
 - Someone to lead singing
- Coach teachers in leading age-appropriate discussions of the Bible story in the different age groups
- Direct the process of selecting and preparing simple crafts that connect to the Bible lesson (together with other CM staff)
- Assist teachers in handling discipline and classroom management situations

- Oversee all special events for DTCM including, but not limited to Christmas party, Easter Sunday, Special Children's worship performances, Family outreach events, etc.
- Work with Director of Children's Ministry and other PCC staff to provide resources and equipping to assist parents in disciplining their children
- Manage Downtown Children's Ministry budget

Operations

- Coordinate with Sunday Operations Director to ensure correct Children's Ministry setup/breakdown each Sunday, including:
 - Worship room
 - Classrooms
 - Sign-in table
- Attend weekly meeting with Children's Ministry Director (at PCC office)
- Purchase supplies for downtown needs

Other Responsibilities

- Maintain a vital and growing personal walk with the Lord through committed Bible Study, prayer and meditation
- Be a member of Pacific Crossroads Church, or plan to become one within 3 months of employment
- Adhere to all policies in the Employee Handbook
- Position will be expected to work 2-3 x a month at the downtown service and additional hours will be determined by supervisor

Because of the confidential nature of individual membership records, background checks, and much of the correspondence of staff, it is absolutely essential that the Ministry Support Staff respect this confidence

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