

Chapter 5

JOB DESCRIPTION OF THE CHILDREN'S MINISTRIES COORDINATOR

The *Church Manual* outlines the responsibilities of the Children's Ministries Coordinator as follows:



1. To chair the Children's Ministries Committee.
2. To implement the GraceLink curriculum and provide training for leaders and teachers in using this curriculum.
3. To plan and implement a yearly calendar of programs for children that will draw them to Christ and provide for their participation in all church activities.
4. To develop a budget for implementing all programs and activities for children.
5. To serve as an advocate for the interests and needs of children to the:
 - a. Church Board—by keep the board members informed of concerns and successes, by reporting the results of the children's needs assessment, and by encouraging funding for children's program.
 - b. Pastor—by working together to make the various aspects of church life and worship more child-friendly and meaningful to children.
 - c. Leaders of children's activities—by supporting and encouraging them.
6. To take reasonable steps to maintain a high moral and ethical quality of leadership for the children by screening volunteer leaders and teachers.
7. To maintain communication with parents and leaders of children's activities, informing them about workshops, conventions, camp meetings, and other resources, and encouraging their growth in understanding children.
8. To seek opportunities to spend time with children in order to stay in touch with their thinking and their needs.
9. To work with the pastor in events involving children, such as,
 - a. Baby dedication
 - b. Baptism
 - c. Children's Story during worship hour
 - d. Junior deacons
10. To prepare statistical reports for the conference Children's Ministries director.