



*Do you love children and families? Do you want to work on a collaborative team in a fun and affirming atmosphere? Come and see us Forest Hill Church: joyful, faithful, inclusive, diverse: All God's children are welcome and family comes in many forms!*

### **Interim Coordinator of Family, Children and Youth Ministry**

Description and Responsibilities: The Interim Coordinator of Family, Children and Youth Ministry, working with the Christian Education Team of parents and pastor will oversee the Family, Children and Youth programs at Forest Hill Church, a progressive church in the Reformed tradition, during a time of transition as the congregation seeks a new Co-Pastor.

This is an interim position reporting to the head of staff.

The Family, Children and Youth Ministry programs include:

- Nursery (infants/children birth to age 2)
  - Supervision of nursery staff caring for infants and toddlers
  - Scheduling parent support of nursery as needed
  - Scheduling nursery staff for Sunday morning childcare and special events/programs
- Pre-School Program (Children ages 3-5)
  - Overseeing planning and execution of Godly Play curriculum for 3-5 year olds
  - Organize materials for lessons and set up classroom
  - Order and manage snacks for classroom
  - Conduct teacher training and Child Protection Policy Training for volunteers
  - Create & post signage for programs
  - Communicating with all parents, youth and staff regarding programming and activities
- Pathways Program (School age children grades 1-5)
  - Coordinate monthly rotation of worship, bible study and activities
  - Communicate with parent core team to manage volunteers and curriculum
  - Create and post signage for programs
  - Communicating with all parents, youth and staff regarding programming and activities
- Youth Education (Children in grades 6-12)
  - Selecting curriculum

- Organizing youth leaders and volunteers
- Equipping leaders with resources and training for teaching weekly Christian education/spiritual formation
- Coordinating with parent core team to organize monthly fellowship events/activities
- Communicating with all parents, youth and staff regarding programming and activities
- Collaborate with other local Presbyterian churches for mission work, fellowship and educational opportunities

Other responsibilities include: Coordinating the Christmas Pageant in consultation with the FHC Director of Music, implementing the FHC Child Protection Policy, supervising and managing the collection in the FHC Children's Library.

The Interim Coordinator will participate in weekly staff meetings; provide communication and information to the church office for congregational distribution.

Qualifications, Gifts and Skills: The Interim Coordinator should be a committed Christian, comfortable with an inclusive and diverse congregation in the Reformed tradition, and have a deep love for children of all ages. The Coordinator should have sufficient training and experience necessary to assist the nurture of Family, Children and Youth. The Coordinator must have a passion for Christian Education and possess the characteristics and qualities necessary for working harmoniously, effectively and confidentiality with parent core team, other church members, pastors, and church staff. The Coordinator shall be committed to building a strong volunteer base.

Preferred Associate or Bachelor degree in related field.

Hours of Employment: 25 hours a week. Attendance on Sundays is required.

Compensation: Commensurate with experience

Contact: Forest Hill Church Office, [office@fhcpresb.org](mailto:office@fhcpresb.org), to the attention of Laurie Logan.