

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

**Description:** The Interim Coordinator of Family, Children and Youth Ministry will work with our Christian Education team to oversee our Family, Children and Youth programs while we seek a new Co-Pastor. This interim position will report to the head of staff.

### **Responsibilities:**

#### **Nursery** (infants/children birth to age 2)

- o Supervise and schedule nursery staff care of infants and toddlers on Sunday mornings and special events/programs
- o Schedule parent support of nursery as needed

#### **Pre-School Program** (Children ages 3-5)

- o Oversee planning and execution of Godly Play curriculum for 3-5-year olds
- o Organize, order and manage materials, including snacks, for lessons and set up classroom

#### **Pathways Program** (School age children grades 1-5)

- o Coordinate monthly rotation of worship, bible study and activities
- o Communicate with Parent Core Team to manage volunteers and curriculum

#### **Youth Education** (Children in grades 6-12)

- o Select curriculum and organize youth leaders and volunteers and equip them with resources and training to teach weekly Christian education classes
- o Coordinate Parent Core Team to organize monthly fellowship events/activities

#### **General Duties**

- Participate in weekly staff meeting
- Provide communication and information to the church office for congregational distribution
- Communicate with parents, youth and staff regarding programming and activities, including creating and posting signage for programs
- Collaborate with other local Presbyterian churches for mission, fellowship and educational opportunities
- Conduct teacher training Implement our Child Protection Policy and conduct Child Protection Policy Training for volunteers
- Coordinate the Christmas Pageant with our Music Director
- Supervise and manage our Children's Library.

#### **Qualifications, Gifts and Skills:** The Interim Coordinator should

- be a committed Christian with a passion for Christian Education,
- have a deep love for children of all ages, and be comfortable with a progressive, inclusive and diverse congregation,
- have sufficient training and experience to nurture our families, children and youth'
- be committed to building a strong volunteer base, and able to work harmoniously, effectively and confidentially with our Parent Core Team, other church members, pastors, and church staff.

**Preferred education:** Associate or Bachelor degree in related field.

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

**Compensation:** Commensurate with experience

**Contact:** Laurie Logan via our office email [office@fhcpresb.org](mailto:office@fhcpresb.org).