



Job Title:	Children's Ministry Coordinator (CMC)
Reports to:	Associate Rector for Family Ministry
Employment Classification:	Part-time
Average Hours Per Week:	20-25
Employment Status:	Regular, Exempt
Supervises others:	Yes

Summary of Position: Serving as a lay pastor to children ages 0 to 5th grade, the CMC will work to encourage, inspire, and nurture children in the Christian faith. The CMC will report to the Associate Rector for Family Ministry and will work closely with the Director of Youth & Parish Life.

Essential Duties and Responsibilities:

- Engage in pastoral care of children, as well as minister to the needs of their families.
- Recruit, lead and coordinate teachers and volunteers for Children's Ministry.
- Facilitate Children's Sunday School, Children's Chapel, Vacation Bible School, Summer Day Camps.
- Coordinate, schedule, and train volunteers.
- Recruit, hire, train, schedule and supervise Nursery Workers.
- Serve as an advocate for Children's Ministry with staff, congregation and lay leaders.

Administration:

Working with Associate Rector for Family Ministries:

- Create and manage a master calendar for children's events.
- Manage communication with families and their children, using a variety of technology including social media.
- Lead recruitment, interviewing and screening of volunteers and teachers.
- Lead curriculum training for Sunday School, Vacation Bible School and other activities.
- Aid and take part in budget development, implementation, and management for Children's programs.
- Ensure proper supplies are available to teachers and volunteers.
- Attend church staff meetings.
- Support all ministries of the church as needed or other duties as assigned by the Rector.

Essential Qualifications:

- Experience with the educational formation of children and knowledge of the Episcopal Church.
- Able to use Microsoft Word, Excel, Google Docs, and social media to accomplish daily tasks.
- Bachelor's degree is a plus.

Work Environment:

- Includes being able to work with other office staff, clergy, and members of the church.
- Includes being able to work independently and a minimum of 2 days in the office, plus Sundays.
- Must be able to meet deadlines and multi-task.

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