

**Transitional Coordinator of Children's Education & Family Ministry
First Presbyterian Church of Ann Arbor
Position Description – May 20, 2018**

Position Summary

First Presbyterian Church of Ann Arbor seeks a Transitional Coordinator of Children's Education & Family Ministry to provide organizational leadership over ministry activities for young children and families. The Coordinator will work in partnership with parents, church staff, and adult volunteer leaders to organize and support events based on the church calendar.

The Transitional Coordinator of Children's Education & Family Ministry will guide all aspects of ministry with children from infancy through grade 5 and their families. The emphasis at First Pres will be on creating a welcoming and inclusive environment, establishing healthy relationships, offering opportunities for young families to grow in faith, sustaining vital and effective programs, and forging connections between young people and the congregation-at-large of First Presbyterian Church. The Coordinator will work collegially with the Children's Education and Family Ministry Work Group and the Christian Education Committee, be part of the First Presbyterian Church staff team, and report to one of the installed Pastors.

Applicants who are highly organized, passionate about children's ministry, have an innovative, compassionate spirit, are highly relational with both parents and children, can work effectively with a large church leadership team, and are able to take initiative should apply. This is a full-time position open to ordained or non-ordained individuals, intended to be 12 months in duration, with the potential to be extended. Although the intent is to hire one full-time person, First Pres is open to duties being split between two individuals. Salary and benefits commensurate with experience and final terms of the position.

Goals

- Provide spiritual nurture for children and their families, equipping young people to become followers of Christ.
- Create a welcoming environment and safe haven for all young children (from birth through grade 5) and their families to interact, provide mutual support, explore a healthy Christian faith, and connect with the Christian story.
- Facilitate and encourage worship participation and leadership.
- Foster the ongoing, vibrant formation of a healthy, expressive faith in Jesus Christ and connection to First Presbyterian Church.

Core Responsibilities

- Establish and maintain healthy relationships with children and parents.
- Connect with young families using contemporary social media tools.
- Support and encourage parents and families with young children. Create and offer opportunities for learning, growth, and inspiration.

Church School:

- Plan, coordinate, and direct the Sunday Church School program for infants through Grade 5, including weekly classes, children's worship opportunities, and stewardship and mission projects.
- Recruit, train, coordinate and support volunteers and childcare providers in implementing Sunday Church School, including teachers, weekly hall monitors, and childcare providers.

Family Education & Activities:

- Plan, coordinate, and direct activities for children and families, such as the Milestone ministry program, and support other intergenerational activities.
- Promote registration for Camp Westminster.
- Support the designated Resident Minister in Young Families at First and Families at First activities.

Seasonal and Intergenerational Activities:

- Plan and coordinate seasonal and one-time activities for children and families, such as the Christmas Pageant, Ash Wednesday service, Lent/Easter activity, All-church picnic, family potlucks, and intergenerational events.
- Plan, recruit, coordinate with other churches, and participate in the Summer Vacation Bible School.

Child Care and Nursery Program

- Recruit, train, coordinate and support childcare providers and weekly hall monitors for Sunday morning services and other times as needed.
- Review, enforce, collect data for, and maintain the Child Safety Policy.
- Maintain supplies for Sunday Church School, including curricula and materials for the Teacher Resource Room.
- Serve as staff liaison to the Triangle Nursery School.

Supervision and Committee Responsibilities:

- Work collegially with the Children's Education and Family Ministry Work Group/Christian Education Committee to establish annual ministry goals and priorities, to set the monthly meeting agenda, and to share information.
- Attend weekly church staff meetings and regular program planning gatherings.
- Plan and coordinate activities that stay within the budget of the Children's Education and Family Ministry work group.

Required Qualifications:

- Reflect an engaging Christian faith, a welcoming spirit, and a love for young families
- Have a calling to work with children through grade 5 and their parents
- Combination of education and experience that would demonstrate interest, ability, or experience in working with children and families. Degree/training in liberal arts or education field (or other relevant field such as social work) from an accredited college, training program, or university
- Demonstrate significant experience in organizing and planning educational programs
- Show maturity, discretion, and the ability to work effectively with children, their parents, adult volunteers, and church staff
- Knowledge of or ability to adopt best practices in child care and the legal requirements of child safety and protection
- Organizational skills and experience working with a multifaceted project
- Able to work independently and collaborate well with others, depending on circumstances

Desired Qualifications:

- Training in Christian Education from a fully-accredited theological seminary or equivalent training and experience
- Previous experience directing educational programs for children

- Membership in the Association of Presbyterian Church Educators a plus.
- Master of Arts in Christian Education (M.A.C.E.), Master of Divinity (M.Div.) or relevant graduate training in Christian education, religious studies, psychology, counseling, social work or a related field

Please submit a cover letter and resume to children-family@firstpresbyterian.org. Applications will be reviewed as they are received until the position has been filled. Questions may be directed to Kate Silbert, Chair of Christian Education, or Linda Dabrowski, Chair of Personnel, via the same email address.