**Saint John’s School of Theology and Seminary**

Ministerial Residency Program

**Children’s Ministry Coordinator**

**First Presbyterian Church**

**340 5th Ave S**

**St. Cloud, Minnesota 56301**

**Position Description**

To Glorify God through the ministry to children of First Presbyterian Church. To that end:

1. Plan, staff, and evaluate other all year and summer-only educational ministries for children, youth, and families;
2. Empower and equip volunteers to assist in all programs related to children’s ministry, including the assessment and planning of teacher and training needs;
3. Build relationships with parents, students, and staff

**Site Supervisor**

The Children’s Ministry Coordinator is responsible to the Children, Youth, and Family Committee and the Session through the supervision of the Pastor.

**Principal Responsibilities**

1. Discern how God’s Spirit is at work in the area of children’s ministry at FPC;
2. Research ideas and current trends for possible additions to children’s ministry (including attendance at relevant training workshops in the area of children’s ministry;
3. Coordinate Sunday School program, Wee Worship, Kids Konnection, and the Vacation Bible School, and Cradle Roll and promote and encourage camp participation;
4. Recruit Sunday School teachers and prepare curriculum resources as needed;
5. Purchase supplies and curriculum resources to support and e3nhance children’s ministry;
6. Attend scheduled church staff and Children, Youth, and Family Committee meetings;
7. Maintain children’s attendance figures and convey the information to the Administrative Assistant;
8. Assist Children, Youth, and Family elder and committee in preparing an annual report and budget request and subsequently monitoring the budget throughout the year;
9. Maintain church school calendar in relation to master church calendar; and
10. Provide leadership to volunteers in the program.

**Specifications and Qualifications**

1. Demonstrates effective organizational and communication skills
2. Teaching experience in Christian Education in Reformed tradition desirable.
3. Bachelor’s Degree preferred with an education emphasis.
4. Dedicated follower of Jesus Christ;
5. Ability to work as a team player; and
6. Good communication skills with children and adults.

**Residency Duration**

10 months plus Vacation Bible School

Approximately 15 hours per week, hours flexible as needed for the time of the year and seasonal demands.

**Compensation**

$14-16 per hour.

**Application Instructions**

Send your resume, cover letter, and application form to: Rev. Darin Seaman [pastordarin@fpcstcloud.org](mailto:pastordarin@fpcstcloud.org)