

TITLE: Children's Ministry Coordinator Immanuel Baptist Church, Hoquiam, WA (Part-time)

SUMMARY: With the support of IBC's Children's Ministry Team, our Children's Ministry Coordinator (CMC) will help develop, facilitate, and coordinate ministries that will lead children (newborn through grade school) to Jesus and nurture their spiritual development as followers of Jesus Christ.

REQUIREMENTS:

- Demonstrates an active faith in Jesus Christ, able and willing to become a member of IBC
- Available 20 hours a week
- Demonstrates a heart for children and young families
- Effective administrative and organizational skills
- Ability to develop trusting relationships with both adults and children
- Possesses initiative and creativity
- Demonstrates effective oral and written communication skills
- Effective leadership skills and abilities
- Previous successful experience working with children preferred

RESPONSIBILITIES:

- Works with and through the Children's Ministry Team, developing a philosophy or objectives for each ministry (Children's Sunday School, Children's Church, AWANA (mid-week), VBS, Nursery, Camps, and other special or seasonal programs).
- Establishing the overall culture of children's ministry as a positive place of grace and truth.
- Oversees curriculum, acting as a resource
- Seeks to involve and equip parents in the spiritual development of their children
- Assists the Children's Ministry Team with recruiting, training and empowering teacher and volunteer support
- Attends regular staff meetings. Meets weekly with the pastor. Prepares weekly staff reports and attends regular CMT meetings.
- Creating and developing an annual children's ministry calendar and events
- Develops a children's ministry budget along with the CMT
- Initiates communication/publicity for children's ministry events utilizing all available resources, including newsletter, websites, emails, Facebook, bulletin boards, etc.
- Identifies and initiates new, fun and creative opportunities for spiritual growth
- Assists in transitioning children from grade school to youth ministries
- Secures background checks of those involved in the children's ministries of IBC

RELATIONSHIP TO OTHER POSITIONS:

- Works under the direct supervision of the Senior Pastor
- Works in tandem with the Children's Ministry Team

- Communicates with other church staff such as secretarial or maintenance/facilities for any needs or calendar issues
- Immanuel Baptist Church commitments to this person:
 - Prayer
 - Payment (\$16-\$22 an hour depending upon experience)
 - Book/Resource allowance
 - Opportunities for further training and enrichment

APPLICATION PROCEDURE:

- Letter or email of interest, specifically addressing the qualifications outlined. Send to Immanuel Baptist Church, PO Box 703, Hoquiam, WA 98550 or email pastorkent@ghibc.com . Please include a resume' with at least three references.
- The successful candidate will be asked to complete a criminal and credit background check