



# Children's Coordinator

## St. James Church

**Kansas City, MO | PART-TIME (10-15 hrs. per week)**

In this role, you will envision new ways to reach out to our wider community, tell the stories of transformation happening in our families, and mobilize new team members to execute children's ministry. We are looking for a vibrant Christian who serves out of the overflow of their relationship with Jesus Christ, is energized by working collaboratively in a discipleship environment, and is appreciative of the depth and vitality of the United Methodist tradition.

### **Essential Responsibilities:**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Visionary Leadership
  - Prayerfully discern where God is leading.
  - Provide leadership for children's ministry structures and programming; and envision new and strategic ways to make disciples of St. James children and families through the lens of our overall church vision in partnership with the Next Generation Ministry team.
  - Articulate vision for children's ministry in a way that inspires and engages the congregation.
  - Execute the communication strategy developed by the Director of Children's ministry so that children and parents are kept up-to-date, easily informed and engaged in ministry events.
  - Periodically evaluate effectiveness of ministry programs through both subjective and objective feedback.
2. Develop and execute weekly ministry to the children of St. James and our wider community.
  - Weeknight elementary school ministry
  - Weekly Sunday morning Children's Sunday School or small group
  - In partnership with the Children's Director, assess and select curricula to support and accomplish ministry goals.
  - Identify inactive children and their families.
  - Provide a leadership presence on Sunday mornings and scheduled ministry activities.
3. Plan and execute special events.
  - In partnership with the Confirmation Coordinator, support the church's confirmation process.
  - Plan and execute fun events to engage children in community life.
  - Envision new events and mission opportunities for children and families.
4. Perform other duties on behalf of children and families.
  - Support, encourage and resource children and families as needed for mental, emotional, and spiritual health.
  - Pray for parents, children, families and leaders.
5. Staff duties
  - Arrive at least one hour prior to programs and events.
  - Integrate children into other St. James initiatives.
  - Report to the Children's Ministry Director and attend team meetings.
  - Attend staff and volunteer meetings.
  - Maintain a calendar of events.
6. Personal Development
  - Practice personal spiritual development and disciplines.
  - Actively participate in the St. James community.
  - Participate in ongoing ministry development and training.

- Network with like-minded ministry leaders.
7. Other duties as assigned.

**Qualifications:**

1. An active disciple of Jesus Christ.
2. Demonstrated knowledge/understanding of Methodist theology, history and polity.
3. College graduate or a minimum of five years of proven experience in Children's Ministry including leading Sunday School, bible studies or growth groups.
4. Safe Gatherings certified.
5. Demonstrated passion for children's ministry, and activities of being service oriented, mission minded, and outreach driven.
6. Strong Microsoft Office skills.
7. Ability to perform work with a high level of accuracy and confidentiality.
8. Detail oriented with strong organizational and prioritizing skills.
9. Excellent command of English composition and punctuation.
10. A self-motivated, and dedicated team member.

**Knowledge, Skills & Experience:**

- Exhibit professionalism through a well-groomed appearance, conscientious work ethic, administrative ability and accountability
- Be willing and able to work at a fast pace within a variety of settings, groups/ teams and circumstances with composure and flexibility
- Be willing to work evenings and weekends occasionally
- Be ever conscious of the need for confidentiality exercising discernment and wise judgment
- Be a person who gives extreme attention to detail with an eye for excellence
- Have the willingness to seek new information, training, and resources as needed
- Be a self-starter, good at multi-tasking and prioritizing projects
- Possess strong administrative skills, and the ability to work independently without supervision

Annual Salary: \$4,800

This position reports to the Student Ministries Director

Contact: Rev. Jackie McCall at [jmccall@sjumckc.org](mailto:jmccall@sjumckc.org)

Closing Date: 09/15/2023