

Job Description, Children's Discipleship Coordinator

Purpose

We desire for each child in the congregation to have every opportunity to grow into a faithful disciple of Jesus. We believe that, while children's programs such as Sunday School are a helpful part of that growth, two other factors are more important:

- The lived faith of a child's parents
- Positive, Jesus centered relationships with adults and older children outside of the child's home

With that in mind, while this position includes responsibility for some programs, its primary purpose is to ensure that children at Calvin are being loved and disciplined by the people of Calvin.

Qualifications

- The Coordinator will be a follower of Jesus, who has grown in spiritual maturity over time.
- The Coordinator will have experience with children in multiple settings.
- The Coordinator will be a creative self-starter, capable of taking initiative and making wise changes..
- Pass a background check.
- Be willing to join the church (if not already a member)

Responsibilities

General (roughly 10% of job)

- Guard your life and doctrine, under the care of the pastor and elders
- Participate in weekly staff meetings (~1 hour)

Children's Programs (roughly 20% of job)

Currently includes Nursery, Sunday School, and Children's Church on Sunday mornings.

- Recruit, schedule, and train volunteers (and potential nursery staff) with regard to policies and procedures, and with regard to age appropriate discipleship- prayer, Scripture, song, etc.
- Ensure that every volunteer fills out the necessary paperwork and has a clean background check.
- Communicate with parents about the schedule and content of children's gatherings, as well as any concerns that arise.
- Plan and coordinate other gatherings in conjunction with the staff and the elders.
- Work with the office manager to maintain supplies and curriculum materials.
- Ensure child safety policies and procedures are in place for all ministry venues.

Relational Discipleship (roughly 70% of job)

- Work with staff to maintain an up to date list of children at Calvin, and who at Calvin is loving and discipling each child, so that each child has people in the church they look forward to seeing, and who reliably point them to Christ.
- Coordinate, equip, and encourage adults and teens at Calvin in befriending and discipling children.
- Become, for some children but not all, one of the adults who is loving and discipling them.

- Ensure that volunteers at children's gatherings understand the primacy of forming Christ-centered relationships and are equipped to do so.
- As needed, consult with parents on discipling their children, and provide parents with age appropriate discipleship materials.
- Advise the Director of Spiritual Formation of their efforts to disciple and encourage parents.
- Meet twice monthly with the Pastor to discuss the status of this relational work.

Compensation and Schedule

- This is an hourly position, with a starting pay of \$25/hour.
- Our current best estimate is that the role will be about 20 hours/week, but that number is flexible. The coordinator will have a great deal of discretion in time management; For reference, here is a guess at what a typical week may look like:

1 hour praying for children and parents
1 hour staff meeting
2 hours coordinating Sunday morning volunteers and curriculum
1 hour communicating with parents
1 hour maintaining supplies, other logistics
6 hours connecting adults with children relationally, following up with adults
8 hours spent with particular kids

Applying

To apply, please send a one page resume and a list of 3 references to zach@calvin-church.org
References should consist of names and contact information, and should be able to speak to your spiritual maturity and your experience with children.