



SECOND
PRESBYTERIAN
CHURCH

Second Presbyterian Church, Indianapolis: Position Description			
Coordinator of Children's Ministries			
Reports to:	The Associate Pastor of Children & Family Ministries	Effective:	5/8/2024
		Updated:	4/2024
Directly Supervises:	Children's Ministry Volunteers	Status:	F/T
		FLSA:	Non-Exempt
Job Summary:			
<p>The Coordinator of Children's Ministries is an organizer of people and supplies, planner of programs and events, equipper of volunteers, and friend to the children and families of Second Presbyterian Church. Abiding in the love of God made known in Jesus Christ and adhering to the recently minted Vision Statement for Children & Family Ministry, the coordinator will be a champion of children's ministry that is relational, Godly Play based, developmentally appropriate, and community oriented.</p>			
Essential Functions:			
<ul style="list-style-type: none"> • Implement a compelling and faithful vision for ministry with children and their families that reflects Christ's love and grace and is lived out in relationship with God and with one another. • Pursue joint efforts with other Second Presbyterian ministries and community partners to enhance opportunities for faith formation. • Plan and execute programs and special events for children and their families, inclusive of large events corresponding to the liturgical calendar and milestone events. • Recruit, equip and supervise children's ministry volunteers, including Sunday school teachers. • Work with the congregation and staff to create a place of belonging for children in worship, education, outreach, and other ministries of the church. • Participate fully and actively in children's ministry activities. 			
Minimum Qualifications:			
<ul style="list-style-type: none"> • Ability to work Sunday mornings and occasional weeknights. • College degree • Willingness to participate in certification as determined by supervisor. 			
Physical Qualifications:			
N/A			
Core Competencies:			

Compassion and Care: Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate and boundaried expressions of care.

Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Time Management: Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.

Priority Setting: Spends his/her time and directs the time of others to what is important; quickly zones in on the critical issue and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus.

Delegation: Clearly and comfortably delegates both routine and important tasks and decisions; appropriately shares authority and responsibility; creates accountability; sets clear objectives and measures, monitors process, progress, and results; builds feedback loops into the work; trusts people to perform their own work.

Disclaimer:

The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description is subject to change at any time.