

Children's and Ministry Coordinator
The Well UB Church
Huntington, IN

This position consists of roughly 25-30 hours weekly of Children's Ministry and 10-15 hours weekly as Ministry Coordinator.

Purpose of Position:

Evangelism and Discipleship-

To ignite the desire for a genuine relationship with Jesus Christ in children and equip parents to develop a biblical worldview in their children. This position will also facilitate communication between the ministries to help ensure consistency with The Well's mission helping to allow all regular attendees, volunteers, pastors, and staff to be appropriately informed about the various ministry opportunities at The Well.

Lifestyle Expectations: *(This statement should be included in all staff, pastoral, and leadership job descriptions, and potentially members)*

This person-

- Professes faith in the Lord God and can give testimony to when he/she began a relationship with Christ.
- Spends regular time in prayer and reading His Word.
- Is actively following the leading and prompting of the Holy Spirit.
- Lives a spiritual lifestyle worth emulating and maintains personal spiritual development through reading, Bible study, training resources, etc.
- Is committed to the process of both making and being a disciple.
- Is not in conflict with another believer and must be respected within the overall church and the local community.
- Is obedient to the biblical command to support the church financially through regular, planned, and consistent giving.

Personal Qualifications:

This person-

- Is a committed Christ-follower who feels a call by God to full-time ministry.
- Can clearly communicate the gospel message.
- Loves and is passionate about children and families coming to know Christ.
- Has strong organizational and leadership skills.
- Is highly motivated and good at prioritizing projects with little oversight.
- Can build and lead volunteer teams.

- Is familiar with and embraces the doctrine of the United Brethren church and the mission and vision of The Well.

Professional Responsibilities (Children's Ministry):

This person will be expected to-

- Plan and oversee all programming and ministry for children ages birth - 5th grade, including Sunday mornings, summer programming, special events, Baby Dedications, VBS, etc.
- Prepare a biblical-based curriculum for each program and age level.
- Create environments, activities, and programming for each age group that best suits spiritual growth for their age.
- Recruit, train, schedule, and lead teams of volunteers.
- Provide care for children and families within the church including hospital visits and follow-ups.
- Facilitate opportunities for children to be actively growing in their faith.
- Be certain that The Well Children's program is growing and adapting based on the needs of the church at any given time.
- Assist in equipping parents to be facilitators in the spiritual formation of their children
- Ensure a comprehensive Check-In/Check-Out procedure that gives parents security and confidence in their child's safety.
- Effectively manage financial resources within the ministry's budget.
- Communicate consistently with parents and volunteers.
- Attend staff meetings.

Responsibilities (Ministry Coordinator):

The Well considers this to be a ministry role and not a support role. A pastoral calling, along with a commitment to the Gospel and making disciples is necessary for this person to be effective, though a ministry degree and/or training is not necessary to be hired.

This person will-

- Keep part-time staff regularly updated on information from full-time staff communication.
- Manage the church calendar by keeping an up-to-date digital working copy.
- Oversee the church office email addresses and phone messages.
- Assist with organizing church events as needed.
- Design and print weekly bulletin and slides.
- Keep ears/eyes open for pertinent information that needs to be shared with attendees.
- Utilize social media postings to communicate with the church/community
- Edit the church website as necessary by making sure all pages and info are current.
- Organize "Welcome and Announcements" for each worship service
- Implement organizational systems to track visitors and connect with them efficiently.

- Schedule Frontline Ministries (greeters, ushers, coffee, Welcome center).

Note- It is not necessarily the Ministry Coordinator's job to perform all of the responsibilities personally. The Ministry Coordinator is encouraged to create teams or enlist individual volunteers to assist in the process thereby creating greater ownership in The Well.

Job Qualifications:

Experience in leading a children's ministry (or similar related experience).
(BA or BS degree in children-related field preferred)

Preferred Skills and gifts

- Organized and systematic
- Creative thinker
- Eye for design
- Current with technology, social media, simple graphic design, and willingness to self-teach if not
- Shepherding, leading, loving, caring
- Skilled writer
- Comfortable with public speaking