

COORDINATOR OF CHILDREN’S MINISTRIES
Ministry Position Description
Bethel United Methodist Church (July 2012)

The Children’s Coordinator shall function as the primary representative of the children in the local church and shall have the following responsibilities;

- a. Study the needs of the children.
- b. Design and implement programs, initiate ministries, and plan a calendar to best meet the needs of the children and the total church.
- c. Pray intentionally for the children and their families.
- d. Advocate for the children. Be strong in your intent that children become a visible and viable part of the church family.
- e. Do everything possible to ensure that your church is a safe place for children and for the adults who work with them. Safe Sanctuaries (see policy) will help you with this task.
- f. Know about the curriculum materials and other resources that are available.
- g. Speak up for quality leadership. Discuss with others (Education Director, Minister, other teachers) in order to invite teachers and children workers to find the best person for the job.
- h. Assist new teachers when needed for ideas, as well as instructing new teachers in their positions.
- i. Communicate with teachers and parents regularly.
- j. Recruit new volunteers for children’s church and notify the Education Director if someone volunteers.

The Outgoing Children’s Coordinator will “Shepherd” incoming Coordinator for at least the last quarter of their term as Coordinator. If possible, when notice of retirement is given by current Coordinator, the Committee on Lay Leadership team will seek to identify a member who is willing to serve as Coordinator on following years and have them train under current Coordinator for up to a year before becoming Coordinator.

Meetings:

Education & Family Ministries - 2nd Tues. of even months starting in Feb. at 6:00 pm
Church Council - meets 4th Monday, 6:00 PM bi-monthly beginning in January with called meetings as necessary.
At large members of Bethel Preschool Board - called meetings
Safe Sanctuary Team Member – called meetings