



CHILDREN'S MINISTRY COORDINATOR

Nursery - Grade 5

Purpose

The primary responsibilities for the Children's Ministry Coordinator is to:

- Create an environment (primarily on Sunday mornings) where kids grow closer to Jesus Christ.
- Recruit a staff of volunteers who invest their lives in Children's Ministry.
(All new staff members will be presented to and approved by the Senior Minister)
- Insure the staffing / development of Children's Ministry programs.

Hours

This position is considered part-time.

- The paid hours for the CMC will be 20 hours per week.
- The CMC is expected to invest the necessary time to insure an excellent, well-operated, and fully staffed program for children in Nursery through Grade 5.

Responsible To: Ripley Church of Christ Eldership

Reports To: Ripley Church of Christ Senior Minister

Area Responsibilities

Responsibilities will include but not be limited to the following age groups:

- Nursery Birth - Age 2
- Children's Sunday School Age 3 - Grade 5
- Jesus Farm Age 3 - Kindergarten
- Revolve Grade 1 - Grade 5

Duties and Tasks

- Implement curriculum for large-group as well as small groups.
- Create a worship experience.
- Create and organize occasional service projects.
- Fill absentee volunteer positions through the recruitment of qualified people.
(All staffing will be approved by the Senior Minister)
- Support and equip volunteers by providing encouragement, resources, feedback, and demonstrations of appreciation.
- Monitor the needs and flow of all points of Children's Ministry contact and make adjustments where appropriate.

Administrative

- Check and promptly respond to emails, voicemails, and mail received.
- Ensure thorough and efficient communication with parents regarding updates, and curriculum details. This can be done via newsletters, emails, flyers, and social media.
- Purchase and prepare supplies for ministry events.
- Create and maintain a file for events with event information, a detailed timeline, notes suggesting improvements and things that went well. This will allow events to be easily planned, changed, or duplicated for the following year.

Other Responsibilities

- Coordinate nursery volunteers and supplies
- Help with planning and scheduling of Vacation Bible School.

- Coordinate volunteers for outreach playgroups where families can come and invite their friends.
- Build relationships with parents/families

Special Characteristics and Skills

- Positivity
- Flexibility
- Spiritual Maturity
- Organizational Skills
- Leadership Skills
- Servant Hearted
- Biblical Knowledge
- Excellent Communicator
- Engaging Teacher
- Self-Motivated
- A Proven Passion for Children's Ministry

Salary

The Children's Ministry Director shall be paid:

- \$320 per two-week period (before taxes)
- After an orientation period of 90 days, the Senior Minister will evaluate and review the progress of the CMC. At this time any adjustment shall be made to promote excellent working relationship with the Ripley Church of Christ and its staff.
- The Senior Minister will present this evaluation to the Eldership of RCC. Upon a favorable review, the Eldership may elect to increase the salary for this position.
- This position provides normal benefits that are required by law, i.e. workman's comp, social security.
- This position is not entitled to PTO. All leave of absence will be approved and communicated with the Senior Minister.
- It is the responsibility of the Children's Ministry Coordinator to insure positions of responsibility are staffed and all materials are prepared during their absence.



Application for Children's Ministry Coordinator

Ripley Church of Christ
12298 County Road 330 - Big Prairie, OH 44611
330.567.2320 ripleycoc.com

Personal Information

Name: _____
Last First Middle Initial

Address: _____
Street City/State Zip

Contact Information: (____)____ - _____ (____)____ - _____
Home Phone Mobile Phone Email

Member of Ripley Church: Yes No

Are you currently employed? Yes No

Have you read the job description and duties for the position? Yes No

Are you able to function within these guidelines? Yes No

*If no, why not? _____

On what date can you begin? _____ / _____ / _____

Employment History

Please list your last 2 employment positions:

Employer	Position	Dates Worked
1.		
Reason for Leaving:		
2.		
Reason for Leaving:		

Please list areas of proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

Premier Background Investigations, LLC

1256 Sunnyview Lane
Wooster, Oh 44691
330-439-0079
Fax: 330-319-6695
luke@premierbackgrounds.net

RELEASE OF INFORMATION

I authorized every person, firm, company, corporation, association, credit reporting agency, government agency (including but not limited to the Bureau of Workers' Compensation), court, school, college, university or institution, including the National Personnel Records Center and/or Army/Navy/Marines/Air Force/Coast Guard or their reserve components having documents, records or other information pertaining to me to furnish such information upon request to Ripley Church of Christ / Premier Background Investigations LLC, or its authorized agent/representative. A photocopy of this release of information is valid as the original.

I agree to release and discharge all such parties releasing information to Ripley Church of Christ / Premier Background Investigations LLC, or its authorized agent/representative from all liability for any damages that may arise from the request or release of information.

NAME (Include Middle Initial)(Print):

SIGNATURE: _____

ADDRESS: _____

SOCIAL SECURITY NUMBER: _____

DRIVERS LICENSE NUMBER: _____ State: _____

Date of Birth: _____

DATE _____

List of States you have lived in:
