

Part Time Children's Ministry Coordinator
Brookline Community Church, UCC/UMC - Brookline, NH

Purpose of the position: To provide overall leadership and welcome in the Christian Faith Formation of children, including guidance and resources for all aspects of the Children's Ministry program.

Skills and Qualifications:

- A mature personal faith and a love for children.
- An ability to effectively and positively engage children of all ages.
- Organizational, clerical, and teaching skills.
- Ability to maintain Confidentiality as required by the position.
- Experience in working in Children's ministry is preferred.
- Ability to pass a criminal background check prior to start date.

Leadership Roles:

1. Coordinate, nurture, and guide the Children's Ministry program (pre-K to grade 6) in accordance with the goals, objectives, and policies established by the Cabinet and/or Board of Christian Education.
2. Act as the communication hub between the children's ministry, the church congregation, and the town community.
3. Build relationships among parents, teachers, volunteers, and the church congregation that bring vitality to the children's ministry program and welcome to the community beyond the church walls.
4. Serve as a resource person in the area of curriculum and related materials, Christian summer camp programs, retreats, and enrichment opportunities for children and families; encourage the use of these resources
5. Develop professionally, as time allows, by attending workshops or conferences pertaining to children's programming.

Specific Responsibilities:

1. In coordination with the Minister and/or Cabinet, develop a plan for a Children's Ministry program. (Initially, a "one-room" Sunday school approach), bearing in mind that the adults are both resources for and participants in the Children's Ministry and their needs must be met as well as the children's.
2. Be physically present on Sunday mornings to deliver the program.
3. Secure volunteers to assist on Sunday morning in compliance with Safer Space Policies.
4. Provide on-going communication with parents by way of the church bulletin, website, letters, emails, and/or social media.
5. Order curriculum, classroom supplies, and materials as needed
6. Maintain accurate and up-to-date records on those participating in the program.
7. Attend the monthly Cabinet meetings to report on the Faith Formation programs and policies.

8. With the assistance of the Minister, plan special services for Intergenerational Worship as desired.
9. Submit yearly budget to the Finance Committee and Cabinet for approval
10. Prepare annual report, Faith Formation (Sunday school section)

Time Requirement: 5 to 7 hours per week/39 weeks per year (September to May)

Directly Responsible to: Minister

Compensation based on education and experience.

To apply, please submit a resume and cover letter to Ann Desrochers at moderator@bccnh.org or P.O. Box 507, Brookline, NH 03033.

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