

TITLE: Children’s Ministry Coordinator - Herndon

REPORTS TO: Lead Site Pastor of Capital Presbyterian Church | Herndon

JOB STATUS: Part-Time (15-20 hrs. a week) – Sunday employee with in-office expectations and telework eligibility

ABOUT CAPITAL PRESBYTERIAN HERNDON

Capital Presbyterian Herndon (Capital Pres Herndon), a member of the Presbyterian Church in America (PCA) is a congregation of the Capital Pres family alongside McLean Presbyterian Church in northern Virginia. Our vision is to glorify and enjoy God by making disciples who make a difference through grace-filled worship, community, and missions. The Capital Pres Family currently holds 4 Sunday services, spread over 2 worshipping congregations each week with multiple worship leaders and teams made up of over 100 volunteers/musicians. More information about Capital Pres Herndon can be found at www.herndon.capitalpres.org.

POSITION SUMMARY

The Children’s Ministry Coordinator - Herndon serves, under the direction of the Site Pastor of Capital Pres Herndon, to enrich and deepen the spiritual life of our families and children by planning, organizing and executing grace-filled, Gospel-centric Children's ministry (CM) at Capital Pres Herndon. The coordinator will manage all CM volunteers including supervisors and all paid childcare workers for the Herndon site.

GENERAL ROLES AND RESPONSIBILITIES

Organization - "The CM Team"

- CM Coordinator (1 staff member)
- CM supervisors (4-5 volunteers)
- Worship bag coordinator (1 volunteer)

Weekly Responsibilities:

- **Rosters and Attendance** - Maintain rosters and track attendance weekly. Update rosters at the beginning and end of the ministry year
- **Classroom Inventory** - Update, maintain, organize, and stock all nursery supplies and Sunday School materials in nursery classrooms and upper/lower class cart.

Coordinate w/ Worship Bag Coordinator to ensure he/she has plenty of materials for re-stocking worship bags for Sunday

- **Scheduling** - Manage volunteer schedules for nursery - 6th grade. The initial scheduling is primarily a Summer and Winter task with fill-ins throughout the year.
- **Curriculum and Resources** - Review and manage curriculum for Sunday School and print weekly lesson resources (e.g.: coloring sheets, crosswords, etc.)
- **Staff Meeting** - Attend weekly Herndon site staff meeting
- **Weekly Email** - Communicate to Sunday School volunteers the lesson plans, announcements and any updates that are needed for their role on Sunday
- **Leadership** - Provide leadership to and oversight of the CM supervisor team
- **Welcome** - Welcome new families and answer questions as needed. Execute email follow up with newcomer families to make sure we have the correct and complete information in Connect and they know what is offered in CM
- **Supervise** - Supervise Sunday morning paid child-care workers and CM volunteers

Ongoing Responsibilities:

- **Relationships** - Establish rapport and grow relationships with families and CM volunteers at Capital Presbyterian Herndon.
- **Recruitment** - Continually recruit volunteers as needed.
- **Nursery Rotation** - Create and implement congregational nursery rotation (2x a year).
- **Maintain CM Equipment** - Maintain CM signage. Master use and implementation of the e-check-in system in Connect.
- **Training** - Coordinate with pastors to execute annual CM training in August. Prepare training materials. Delivery year-round training for new volunteers and childcare workers.
- **Safeguarding Policy Support** - Support the McLean site Safeguarding lead in executing background checks, reference checks, and all necessary paperwork for all volunteers and staff. Ensure 2-3 Safeguarding Policy trained volunteers in every room.
- **Finance** - Plan and manage site-specific CM budget in coordination with Lead Site Pastor, deacons, and Director of Finance. Submit
- **Connect Calendar** - Manage (create, review, update) individual CM events in the Connect calendar year-round to ensure CM e-check in runs smoothly.
- **Resources** - Maintain parent seasonal resources that aid them in the discipleship of their families.

Special Events:

- Coordinate with Herndon Site team to plan and execute Herndon events as it relates to CM.
- Coordinate with the McLean and Fairfax CM teams to plan and execute Capital Pres CM events (quarterly family events, VBS, Churchwide Retreat, etc.).

Administrative

- Coordinate with families to adequately care for children with special needs
- Ensure compliance of Capital Pres health protocol in coordination with Fairfax County Health Department

Communications:

- In coordination with the Director of Communications, Herndon Lead Site Pastor and other CM staff keep current each of the following for the Herndon site related to CM information.
 - CM monthly newsletter and Weekly ministry email
 - Website
 - Connect - congregant information and calendar events
 - Worship guide and flock notes

POSITION REQUIREMENTS

- Vibrant, growing, spirit-empowered relationship with God through Jesus Christ
- Passionate embrace of Capital Pres CM philosophy of ministry
- Humble and teachable leader that is committed to serving others
- A dual desire to serve the church and see others come to know Jesus
- Agreement with and excitement about the basic principles of Reformed theology.
- Deep understanding and love for children with a desire to share the gospel with them and families
- Desire to effectively resource families within the congregation to disciple their families
- Ability to oversee volunteer staff
- Strong administrative skills
- Strong teaching skills
- Technical proficiency in church management software (Connect) and/or related programs
- Self-starter, strong time manager, flexible, and adaptable
- Embody and multiply our staff culture:
 - a) **Focus** – We don't take ourselves too seriously; we do take Jesus and the work he's given us seriously;
 - b) **Family** – We love our church family – and we want to love each other well;
 - c) **Fun** – God rules and reigns so we can enjoy the ride

HOURLY RATE AND BENEFITS

This position is part-time and will be expected to maintain a timesheet. The hourly rate and benefits are in accordance with established McLean Presbyterian Church compensation plan and employee handbook (as the hiring organization). The hourly rate will be discussed as a part of the interview process.

Interested applicants can submit a cover letter and resume to Interim Lead Site Pastor Timo Sazo at timo@mcleanpres.org.