

La Verne Church of the Brethren
La Verne, California

Position Description

Job Title: **Children's Ministries Coordinator** Incumbent:
Reports to: Co-Pastor
Board Approval: Last Revised/Updated:

DESCRIPTION:

With an understanding and internalization of the mission of the La Verne Church of the Brethren, the Children's Ministries Coordinator provides and coordinates programming for children and young families. (Based on 6-10 hours a week.)

QUALIFICATIONS:

Education:

- College degree preferred
- Child development training preferred

Experience:

- Work with children and families
- One year experience working with children, birth – 5th grade
- Embodies the La Verne Church of the Brethren mission statement
- Is supportive of and feels comfortable with a progressive Christian congregation

Knowledge & Abilities:

Knowledge of:

1. Brethren beliefs;
2. Curriculum and resources;
3. The history and faith path of the La Verne Church of the Brethren.
4. Current CPR required
5. Mandate reporting requirements

Ability to:

1. Assess age-appropriate curriculum, including scope and sequence;
2. Meet the changing needs of children and families in the congregation;
3. Develop creative programs;
4. Plan age appropriate activities;
5. Be an enabler and facilitator;
6. Perform basic internet tasks and computer operations
7. Possess a passion for children birth through 5th grade and those they call family
8. Maintain confidentiality
9. Be on time

Essential & Representative Duties: -- Duties may include, but are not limited to the following:

1. Coordinate worship childcare for children ages birth – 1st grade
2. Collaborate with the family ministry team to plan, prepare and facilitate spiritual formation for children birth – 5th grade
3. Recruit volunteers for worship childcare and spiritual formation
4. Plan and coordinate Peace Camp and Children's Christmas program
5. Work with the family ministry team to coordinate ways for children to be involved in worship and serve within the larger congregation
6. Coordinate camperships for children attending Camp La Verne
7. Provide and/or coordinate childcare supervision and opportunities during church events including special events (council meetings, Love Feast, Leadership Workshop and Peace Camp)
8. Perform all other duties as assigned.
9. Coordinate the set-up and organization of children's classrooms

Working Conditions:

The children's ministries coordinator maintains frequent contact with parents, volunteers, and members of the church community and may encounter challenging behavior. Must be comfortable in working in tumultuous, child-centered environments.

This position may require the employee to work in a variety of environments, including indoors and outdoors.

May be required to use personal vehicle to conduct church business. Staff member must be aware of, and follow the Employee Vehicle Usage Policy of the La Verne Church of the Brethren.

Physical Abilities

Performing the duties of this position, employee is required to see, speak, walk, listen, sit, stand, bend, climb stairs, reach, carry light to moderately heavy loads and be able to transport themselves on errands.

This position description is not meant to be all inclusive of qualifications and responsibilities.

MISSION STATEMENT OF THE LA VERNE CHURCH OF THE BRETHERN

The La Verne Church of the Brethren continues the work of Jesus peacefully, simply, together.

WE create a Christian community, called by Christ to be inclusive, caring and peace-minded.

WE affirm that people of any race, ethnic identity, gender identity, sexual orientation, ability, age, economic status, faith tradition, or life situation are welcome in our congregation.

WE believe in compassionate service, stewardship of creation, respect for diversity and nonviolent reconciliation for differences among all people and nations.

WE seek to develop and manage our resources wisely through stewardship of our finances, meaningful and timely communications, proper upkeep and enhancement of our facilities and appropriate and responsible utilization of human resources.

WE claim no creed but the New Testament, as exemplified by the life of Christ.

WE strive to follow the way of Jesus.

WE invite others to join us on this journey.

Through these efforts, we seek to grow ever closer to the mind and heart of God.

My signature below acknowledges that I have read and understand the position as described above and will adhere to the La Verne Church of the Brethren's mission in carrying out my assigned duties. I also agree to read and follow the La Verne Church of the Brethren policies regarding computer, email and internet usage, child protection and employee vehicle use.

Incumbent

Date