

Children's Discipleship Coordinator

(part-time position – 29 hours)

North Manchester, IN



Job Purpose:

Support, assist, and partner with the Children's Discipleship Ministry and its leadership teams to spiritually nurture newborns through sixth grade, and to equip their parents to be the primary spiritual influencers in their homes with the common goal of helping children develop a lifelong relationship with Jesus Christ.

Introduction and Information:

First Brethren Church is seeking qualified candidates to submit their resumes and cover letter with a short bio to office@nmfbc.org by June 11th. To learn more about our church follow this link: www.NMFBC.org. North Manchester is located 25 miles southwest of Fort Wayne (between Warsaw and Wabash, IN). Our small college town has a population of about 8,000 and is a great place to raise a family. First Brethren is an intergenerational church with a worship average around 280 (40 of which are children/infants).

Annual compensation (c. \$29,000) and reimbursements for travel, conferences, and personal ministry expenses (\$1,400) are included with this position. However, the final salary will be determined based on the candidate qualifications and experiences.

Scope of Responsibilities:

1. Attend and check in with volunteers on Sunday mornings and at church-planned children's activities.
2. Lead the Children's Discipleship Ministry (CDM) team
3. Recruit, support, and provide training for volunteer leaders
4. Coordinate teams to plan special events, such as VBS, Club Riot, KFC, Holiday programs, and outreach events
5. Review, Recommend, and Develop a Christ-centered curriculum for all ages
6. Advise and assist in maintaining a physically, emotionally, relationally, and spiritually safe environment for learning and building relationships
7. Advocate and promote children's ministries in the community and church
8. Seek to partner with Youth & Adult Discipleship Ministries to achieve the overall mission of the church
9. Encourage summer church camp and other related opportunities for children/families
10. Coordinate childcare/kids programming during church related events (i.e. communion)
11. Resource and train parents to lead the spiritual development of their children
12. Delegate as many responsibilities as possible in order to be available to assist, observe, support, and build relationships with volunteers, parents, and ministry members

Organizational Collaboration:

The Children's Discipleship Coordinator is responsible to the Lead Pastor and attends weekly staff meetings, as well as prayer and planning sessions with the other discipleship coordinators.

Qualifications:

- Must profess a devoted personal relationship with Jesus, exhibited in obedience to Biblical truth/values.
- Educational or experiential background in working with children and their families.
- Good verbal & written communication skills, well-organized, and the ability to manage volunteers.
- Strong Biblical knowledge to guide age-appropriate spiritual growth and ensure Biblically accurate educational and character development curriculum and programming.
- Comfortable to work with, dependable, creative, and embraces a servant-leadership mentality.