

# Children's Discipleship Coordinator

*[Full-Time Position]*

**First Brethren Church, North Manchester, IN [www.NMFBC.org](http://www.NMFBC.org)**

**Contact: [Office@NMFBC.org](mailto:Office@NMFBC.org) or 260.982.6457**

**Job Purpose:** Direct, lead, and partner with the Children's Discipleship Ministry (CDM) team to spiritually nurture newborns through sixth grade children and to equip parents to be the primary spiritual influencers in their homes with the common goal of helping children develop a lifelong relationship with Jesus.

## **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](mailto:office@nmfbc.org). To learn more about our church, follow this link:

[www.nmfbc.org](http://www.nmfbc.org). North Manchester is located 25 miles southwest of Fort Wayne, Indiana between

Warsaw and Wabash. 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 225, 38 of which are children/infants.

Annual compensation of \$45,000+ will be based on education and experience. Additional funds are available for transportation, conferences, and personal ministry expenses. Final salary and additional benefits (healthcare option, etc.) will be determined following interviews.



## **Scope of Responsibilities:**

1. Attend, check-in with, and support volunteers on Sunday mornings & at Children's Ministries activities.
2. Lead the Children's Discipleship Ministry team (i.e. monthly meetings).
3. Recruit and provide leadership development and training for CDM volunteers.
4. Coordinate teams to plan special events such as Vacation Bible School (70-90 kids), midweek outreach events, holiday programs, and service projects.
5. In cooperation with CDM, review, recommend, and develop Christ-centered curriculum and policies for children's classes and groups.
6. Help to create and maintain a Children's Ministry environment that promotes learning and relationship building by being physically, emotionally, relationally, and spiritually safe for all children and volunteers. This includes coordinating background checks and security procedures for the children's ministry.
7. Communicate CDM activities to the congregation and families (ie reports, bulletin, newsletters).
8. Advocate and promote children's ministries in the community and seek ways to connect newcomers at FBC.
9. Seek to partner with Youth and Adult Discipleship Ministries to achieve the overall mission of the church.
10. Encourage summer church camp and other related opportunities for children/families.
11. Coordinate childcare/children's activities for communion twice a year.
12. Work with the Adult Discipleship Coordinator to resource and train parents to lead the spiritual development of their children.
13. Engage in the Children's ministry, as well as empower others to serve according to their gifts/passions.

**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 & technological communication skills, well-organized, and able 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.

**Interested applicants should submit resumes to [office@nmfbc.org](mailto:office@nmfbc.org) as soon as possible**