

Job Description / Responsibilities

Children's Ministry

Children's Chapel & VBS Coordinator

Overview:

The Personnel Committee hires the Children's Chapel & VBS Coordinator, as a part of the Children's Ministry of St. Thomas to:

-Coordinate, oversee and lead 2 Sunday morning Children's Chapel classes (9 am & 11:15 am) that provides safe, supportive, loving, and creative environment for children of all abilities, ages Preschool - 5th grade, to grow in their faith. Lead the Preschool – 2nd grade classes every Sunday, and help recruit adult and youth volunteers to lead upper elementary class 2x a month.

-Attend & interact with participants on Family Fun Sundays on the 2nd Sunday of each month
Time approx: 4 hours on Sunday mornings Sept – May; hours shortened Memorial Day – Labor Day

-Coordinate the yearly summer Vacation Bible School
Time approx: one week in the summer: Sunday – Thursday evenings, one week in the summer

Qualifications:

1. A person of faith (any Christian denomination, but willingness to learn and teach based on PCUSA beliefs—Reformed theology)
2. Creative and loving, with a demonstrated passion and enthusiasm for teaching children
3. Experience working with children of all abilities, preferably with an education or special education background and/or familiarity with children's Christian curriculum and resources
4. Strong organizational, communication and leadership skills
5. Minimally commit to one year. (Sept. 2017 or from hire date – Aug. 2018)

Responsibilities:

Along with what is covered in the Overview, the Children's Chapel & VBS Coordinator's responsibilities include:

1. Work collaboratively with Children's Ministry Committee to develop and implement a lesson plan each week based on the yearly plan.
2. Build a relationship with each child on an individual basis and facilitate an accepting and welcoming classroom environment.
3. Assist CM committee in evaluation of Children's Chapel & VBS programs and offer suggestions for improvement.

Compensation:

\$100- 120 per week based on experience
(includes prep time for Sunday morning lessons, and VBS Planning, etc.)

Accountability:

The Children's Chapel/VBS Coordinator reports to the Head of Staff.

Contact

Please send brief cover letter and resume to St. Thomas Personnel Committee:

saint.thomas1@comcast.net

All personnel submit to a background check and sign our Child Protection Policy.