

**IDLEWILD PRESBYTERIAN CHURCH**  
**JOB DESCRIPTION**  
**Interim Children's Ministry Coordinator**

Major Responsibilities:

The Interim Children's Ministry Coordinator works with the Children's Ministry Committee to coordinate, organize, and implement programs of ministry for children (birth through 5<sup>th</sup> grade) and their families which help them to know, love, and serve Christ during the time of the Director of Children's Ministry's parental leave.

- Communicating with Sunday School teachers and shepherds and Sunday morning child care workers.
- Planning and advertising monthly fellowship events for families.
- Initial planning and communication for annual Bible workshop for 2<sup>nd</sup> graders
- Begin planning of VBS or other summer programming
- Communicating with parents about worship leadership opportunities for children
- Practicing and communicating with worship leaders for child-led Christmas Eve worship service

Required Skills:

- Faith in Jesus Christ
- Love of children and the Church
- Organizational skills
- Ability to communicate effectively with children and parents

Desired Skills:

- Bachelor's degree
- Training in child development
- Experience in teaching and leading children and working with families.
- Ability to work with a staff team
- Skills in organization and planning
- Computer and technology skills

Hours: 20 hours per week (times to be determined with supervisor)

Time frame: before and during Dir. of Children's Ministry's parental leave (estimated Nov. 5 – Feb. 7)

Compensation: \$16 per hour

Supervision: Associate Pastor for Christian Formation

To Apply: Submit resumes to Rebekah Abel Lamar (rlamar@idlewildchurch.org)