

Trinity Reformed Church

Children's Ministries Coordinator

Purpose:

To serve along with the congregation of Trinity Reformed Church in guiding children on their faith journeys. To walk alongside our children and their families on their path of discipleship. To create a safe and nurturing environment for kids from nursery through 6th grade as they explore stories of the faith using age-appropriate materials.

Character, Calling and Spiritual Life

- Be a follower of Jesus Christ and live a life consistent with faith in Christ.
- Maintain an intimate fellowship with God and foster spiritual health through faithful participation in corporate worship at Trinity Church and by regularly practicing spiritual disciplines.
- Have a heart for children as well as an understanding of the cultural challenges that are being faced by families today.
- Have an understanding that all generations can learn from each other, enjoy each other and walk alongside each other in time of celebration and times of grief.
- Be a visionary who seeks the guidance of the Holy Spirit as she/he assists in building the Children's Ministry of Trinity Church.

Primary Responsibilities

1. Foster the spiritual growth of Nursery through 6th grade students in the Holland area.
 - Model what it means to be a Christ-follower through actions and speech.
 - Be/become familiar with resources that are available for children in the area of Christian Education while focusing on Children in Worship, Sunday School and Vacation Bible School.
 - Provide a safe place for children as described in Trinity's Health and Safety Policies and follow the safety protocols currently in place due to Covid-19.
 - Help create intergenerational opportunities within the life of Trinity Church as part of the Community Connection Team.
 - Recruit, screen, equip, and empower volunteers to work within Children Ministries.

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2. Work with the Discipleship Team to effectively integrate the mission of Trinity Reformed Church.
 - Meet regularly with the discipleship team for prayer, reflection, accountability and programming.
 - Develop and oversee the leadership of all Children's Ministry programs.
 - Develop a clear, organized and timely method of communication with children's families, volunteers and with the leadership and the greater congregation of Trinity.
3. Accountability
 - Administratively, the Children's Ministry Coordinator is accountable to the Lead Pastor and the Executive Team.
 - The Children's Ministry Coordinator will attend scheduled staff meetings as well as Discipleship Team meetings.
 - A background and security check will be made prior to hire.

Education and Experience

- Experience in Children's Ministries preferred.

Salary

- Salary will be commensurate with experience.
- This is a part time, salaried position and is expected to entail 15-20 hours per week.

Performance Appraisal

- An evaluation after 90 days of employment will be conducted by the Lead Pastor in cooperation with the Executive Team.
- Annual goals and objectives will be reviewed by the Lead Pastor in conjunction with the Executive Team.

Changes to the Responsibilities of the Children's Ministries Coordinator

- The Children's Ministry Coordinator, along with the Executive Team and the Consistory, may choose to initiate a review of and make changes to this document at any time in light of changing ministry needs.