

Job Description- Children's Ministry Coordinator

Report to and work closely with the Director to plan, implement and oversee programs and operations for the Children's Ministry at CTK-Cambridge. The ideal candidate would have roots at the church (or to the Boston area) and a strong desire to nurture and care for our children, with a larger view of helping equip them in their faith as they grow up in our community.

Responsibilities (see also attached)

- work with the director regarding ministry strategy and planning
- oversight of nursery
 - serving as point person for the program to volunteers and parents
 - creating schedules and managing volunteers, hosts
 - purchasing supplies and equipment
 - assist in drafting church safety protocols; implement and educate volunteers and parents on policy and procedures
- oversee Sunday ministry operations on a regular basis (approx. 50% shared with director)
- assist and support other ministry projects as arise and time allows (this might include the church Getaway, training, future summer programs, etc.)
- The person in this position would automatically be a member of any Children's Ministry Team or Committee formed in the future.

Hours & Compensation: 12 hours/week

Time would be structured such that on weeks the coordinator is overseeing Sunday Ops, the balance of hours would be dedicated during the week to administration/planning.

Signed by Employee

Date

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Specific responsibilities of the Children's Ministry Coordinator are included below (but the position is not limited to this list). The coordinator will independently complete some tasks and give input and work with the director on others.

Ministry/Nursery Maintenance & Operations (coordinator completes Independently)

Toy Disinfecting/Sanitizing

- Develop procedure and "best practices" for regular cleaning and sanitizing of nursery toys. Procedures should be compliant with state regulations or other such official practices (see Mass Dept. of Early Education and Care as starting point).
- Establish regular schedule. May include weekly steps for volunteers and other steps for coordinator to periodically complete/oversee.
- Adopt "green" practices? (alternatives to bleach? hydrogen peroxide, vinegar, essential oils like tea tree?)

Nursery linens - launder on regular basis (monthly or bi-weekly?)

Allergy Policy

- Develop policy / procedure for identifying and communicating allergies
- This should include how to track child allergies (in PCO?), informing parents of snacks being served, making volunteers aware of specific allergies for specific children (allergy stickers?)

Purchases

- Equipment / Toys / Books
- Snacks / supplies

Sunday Ops

- Coordinator scheduled 50% of Sundays
- "CM Ops" volunteer team would fill in when coordinator and director unavailable, on months with 5 Sundays, etc. Schedule created quarterly (by director) in conjunction with other church schedules.
- Decide with director on clear communication/reporting structure for volunteers (so know who to contact each week and for last minute changes)

Volunteers Coordination

- Ongoing recruitment of new members (packet, letter, email?); these talks would need to be coordinated with church-wide volunteer coordinator (formerly Greg Parker, Cara may now fill part of all of this roll)
- Nursery Scheduling through PCO
- Training Volunteers? On policy? On Sexual Abuse Protection? (including Youth Helpers) *(joint w/ director)*

Nursery Hosts

- Implement Sunday prayer with hosts, volunteers & Sunday Ops person?
- help hosts take more leadership / ownership of nursery
- Ongoing Recruiting of new parents (more than email?)

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Ministry Operations & Strategic Planning (coordinator gives input to or works with director)

Paid Childcare Staff (coordinator to give input to Director)

- Payroll
- Oversight
- Hiring

Child Protection (coordinator to work with director)

- Implement Planning Center Check-in/out
- Implement any new/updated policies adopted by CTK Network, including new Volunteer Screening Process (e.g. background checks, applications / questionnaires, interviews, etc.)

Getaway - coordinator to help director plan Children Programming