

LUMC has a 0.25 Children's Ministry Coordinator position available

This position covers Sunday School programming from Age 3 to Grade 8. This person is also part of planning our Vacation Bible School program (one week in summer). Check lumc.ca for more details. This position is open on January 1, 2025, but the start date has some flexibility.

Inquiries or applications can be sent to personnelchair@lumc.ca on or before November 18.

Note: the ideal candidate will have a background in theology, education, social sciences or other related areas.

The Job Description is attached

Children's Ministry Coordinator Job Description October 2024

The main programs of the Children's Ministry at LUMC are Sunday School and DVBS

1) Pastoral

- Ensure that the values and practices of the LUMC Vision are reflected in our Children's Ministry programs.
- Attend meetings that pertain to pastoral leadership at LUMC (This may be PMT and/or Transition Team or other). Represent and advocate for children's ministry programming in these settings.
- Identify families/children showing an interest in LUMC programs and invite them to attend. Implement strategies to re-engage families that previously attended LUMC.
- Plan effective implementation strategies for LUMC Children's Program to encourage regular participation in Sunday School; also including outreach programs.

2) Volunteers Recruitment and Management (Sunday School, DVBS)

- Work with Sunday School and DVBS leaders to recruit volunteers.
- Adapt and redesign programming based on available numbers of volunteers.

3) Curriculum Planning (Sunday School, DVBS)

- Work with Education Committee to choose and order curriculum.
- Make sure that there is an activity for children on non-Sunday school Sundays.

4) Organization of Supplies

- Keep supply room stocked for Sunday School and other programs, ordering and resupplying when needed.
- Organize sports equipment and be responsible for additional orders.
- Organize curriculum materials and store them in an orderly manner.
- Keep bulletin boards current, creative and meaningful. The primary bulletin boards are those throughout the Education Building. In coordination with other staff and other programs, bulletin boards in the main church foyer will also occasionally be used.
- Identify and update necessary technology requirements for Sunday School.

5) Communication Liaison

- Ensure important information is communicated between volunteers in each program, PMT, Transition Team and/or other committees.
- Organize meetings with volunteers at the launch of each program for dispersing of curriculum, etc.
- Provide parents with regular updates and information.
- Communicate with Education Committee as needed.

6) Community Outreach

Work with DVBS leaders to invite the children of our community.

Connect with MCEC churches, especially Essex Cluster churches, when appropriate to make links regarding children's programming

Maintain and update Social Media accounts with relevant material.

7) Management of Expenses and Budget

- Obtain periodic budget updates from the Treasurer and allocate funds to maintain expenses within budget.

8) Coordination of Worship Services Involving the Children

- Work with the Sunday School and others to organize and present special services; (Kick Off Sunday, Christmas Eve, Year End Extravaganza, Palm Sunday, Bibles for three year olds and Grade 3s, books for baby dedication and any other that may arise).

- Seek opportunities for Sunday School children to be involved in worship services in addition to those mentioned above.

9) Data Management

- Maintain/update a database of children showing names, birthdates, parent's names, phone numbers, email addresses and forward the information to the office.

- Maintain a database of volunteers currently working in a Children's Ministry program.

- Keep documents of vulnerable sector checks current and in order.

10) Reporting

- The Children's Ministry Coordinator reports to Church Council, but is asked to communicate/liaise with any pastor(s) or any interim leadership format that is present at LUMC (ex. PMT [Pastoral Ministry Team] or a Transition Team or a Church Council Ad Hoc Committee) as required.

**Vocabulary:*

LUMC - Leamington United Mennonite Church

PMT - Pastoral Ministry Team

DVBS - Daily Vacation Bible School

MCEC - Mennonite Church Eastern Canada (Conference)