

Early Childhood Programming Coordinator

Christ Church United Methodist

September 2008

VISION OF CHILDREN'S MINISTRIES

To nurture the faith of children and their families through worship,
Christian education, fellowship and outreach

POSITION OVERVIEW:

The Early Childhood Programming Coordinator is responsible for nursery and preschool programming for age's birth through 4 years and assists the director with overall child programming when needed. This position requires approximately 20 hours per week. Wednesday from 5-8 pm and Sunday from 7:45-12:45 pm are required hours. Remaining hours will be discussed and agreed upon with Director of Children's Ministries, but once determined, hours would be consistent each week.

RESPONSIBILITIES:

1. Plan, implement, and lead spiritually age-appropriate curriculum for preschool worship program on Sunday mornings and PSALM kid's program on Wednesday evenings and other church sponsored events as needed.
2. Assist the Director of Children's Ministries at times with overall children's programming, Sunday school, extended session care, Wednesday evening PSALM Kids, holiday and seasonal events, summer camps, etc.
3. This position will coordinate and lead the 4's and under children's programming.
4. Communicate regularly with parents, nursery staff and other church staff through the newsletter, bulletin inserts, meetings with parents, bi-monthly bulletin boards, the website, e-mails, and mailings.
5. Develop and oversee budget for nursery / early childhood ministry department in conjunction with Director of Children's Ministries and Childcare Supervisor.
6. Meet weekly with Director of Children's Ministries.
7. Attend Early Childhood Ministry Team (ECMT) meetings held every other month. Work with team leader for ECMT and Children's Ministry Director to develop agenda for ECMT meetings.

8. Serve as liaison to the New Baby Ministry.

REPORTING:

Reports to the Director of Children's Ministries

HOURS:

This position is a part-time hourly position (approximately 20 hours/week). Pay is bi-weekly.

Required hours include:

- Sundays from 7:45 a.m. - 12:45 p.m.
- Wednesday evenings during the school year from 5:00 p.m. - 8:00 p.m.
- Additional evening and weekend hours as needed for special events