

Children's Ministry Coordinator

Wellshire Presbyterian Church seeks a Children's Ministry Coordinator to support a program of spiritual formation and faith development for children (infancy to fifth grade) and their families. The Children's Ministry is a critical component of Wellshire's mission, striving to connect children of God by cultivating their faith and understanding of God's love in a safe and engaging environment. We seek to connect our children with Jesus, and other stories of God's love, by nurturing their curiosity about the glory and wonder of God.

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." (Matthew 19:14)

This person will report to the Senior Pastor/Head of Staff who will provide supervision and direction. This position supports the Education Committee. A part time team member, this position averages 20 hours a week (with more hours worked during December and Vacation Bible School).

Essential Duties:

1. Sunday School (K-5th grade):
 - a. Discern, and order curriculum for Sunday school.
 - b. Make copies/provide copies of curriculum to the Sunday school teachers/volunteers.
 - c. Ensures teachers have the supplies they need to teach their classes.
 - d. Recruit and train volunteer teachers and support persons.
 - e. Prepare and set up nursery and classrooms for Sunday morning classes.
 - f. Confirm volunteer teachers for each classroom, serving as a substitute when necessary.
 - g. Greet new families who bring children to classes and the nursery on Sunday mornings.
 - h. Work with PDO Director on usage of classrooms and equipment.
2. Nursery: Recruit volunteers to work in the nursery with childcare staff.
3. Club45 (4th and 5th grade): Provide oversight and leadership for Club 45, training and working with volunteers.
4. Administrative:
 - a. Provide updated contact information of families to administrative staff, (including names, email address, home address, phone numbers, allergies, etc...).
 - b. Work with PDO Director to maintain supply room, keep an inventory of supplies and order supplies when needed for children's programs.
 - c. Work with communications staff to promote events and activities.
5. Worship:
 - a. Prepare and stock Children's Worship Bags.
 - b. Work with worship leadership on special children's worship services (Children's Sabbath Sunday, Family Christmas Eve service, Children's Christmas program, and others).
 - c. Work with the worship staff leadership in preparing and doing children's messages.
6. Training of Volunteers:

This position is the staff expert of the Wellshire Policy for the Protection of Children, Youth, Elderly, and Persons with Disabilities. As such they are responsible for conducting regular trainings of staff and volunteers on the policy. Compliance with this policy and others as outlined in the Personnel Manual is expected.
7. Other Duties:
 - a. Plan, promote, and evaluate 4-5 special events for children throughout the year, including the Living Nativity, Vacation Bible School, and others.
 - b. Work with Youth and Adult Education staff to provide Intergenerational events.
 - c. Perform additional tasks related to Children's Ministry as assigned.
 - d. Attend weekly staff meetings.
 - e. Attend monthly Presbytery Faith Formation Meetings.
 - f. Keep accurate notes on programs being provided. (Living Nativity, VBS, Children's Sabbath, etc...)
 - g. Monitor Children's Ministries budget.

Skills Required:

- Undergraduate degree in a related field, 3-5 years work experience, or some relevant combination of education and experience.
- Demonstrated ability to engage children of different ages and abilities with appropriate activities and instruction.

- Ability to make and implement decisions with support of volunteers and staff.
- Demonstrated ability to recruit and train volunteers.
- Working knowledge of Microsoft Office.
- Able to manage multiple tasks simultaneously while meeting deadlines.
- Strong oral and written communication skills with target audiences of families, children, adult and youth volunteers, and staff colleagues.

Skills Preferred:

- Graduate degree in education and/or related field.
- Experience in teaching and/or ministry.
- Knowledge of, and ability to use, Social Media platforms.

Competencies:

- Collaborates well with staff colleagues and adult/youth volunteers.
- Able to serve the families and children of the congregation with energy, intelligence, imagination, and love.
- Utilizes limited office time to build relationships with other staff while accomplishing necessary tasks.
- Values and welcomes diversity across many areas and seeks to educate children about the goodness of God’s diverse creation.

Additional Info:

To apply, please send your resume and cover letter to cvandyke@wpcdenver.org with “Children’s Ministry Coordinator” in subject line. Annual compensation for this part-time position is \$21,000 - \$25,000. Final salary will depend on the candidate’s experience and education. Other benefits include a 403(b) match and access to supplemental insurance through Aflac (at cost to the employee).

About Wellshire Presbyterian Church

Wellshire’s mission is to seek, embrace, and nurture disciples within a community of hope that plays together, sings of God’s glory, and celebrates Jesus Christ through service. We are a church that attempts to live and act in accordance with the love of Christ through community, worship, and service. Worship at Wellshire values the Word of God as a witness to God’s self-revelation found in the Bible. The music, preaching, Sacraments, and educational programs are designed to enhance our understanding of God’s work in our lives and world, and equip us for lives of service.

As an intergenerational, family-oriented, faith community with over 1,200 members, we are committed to children’s Christian education through a variety of engaging and developmentally relevant programs. Currently we have over 40 families with children birth through grade 5 at Wellshire, and are eager to re-engage with them through creative, inclusive, in-person, Christian programming. Apart from our Sunday morning activities, Wellshire hosts a week-long Vacation Bible School in the summer that reaches over 100 of children from age 3 through 5th grade in the surrounding Denver community.

Wellshire is proud to be a Matthew 25 church in the PC(USA), which answers the call to feed the hungry, welcome the stranger, care for the sick, and visit the prisoner. To support the greater Denver community, we partner with organizations such as Habitat for Humanity, Casa de Paz, The Gathering Place, New Genesis, and many more! Globally, we are just as engaged through an active Kiva microlending program, and through support for Haiti Partners, Lomagundi Clinic, Zimbabwe Mission Partnership, just to name a few. Wellshire is also committed to being a good steward of the earth and has been designated an Earth Care Congregation.