



JOB POSTING:

Coordinator of Children and Families Ministries
(20 to 30 hours per week)

Children birth through 5th grade
at Lithopolis United Methodist Church

INDIVIDUAL QUALITIES:

- Passion for Jesus
- Passion for children and families
- Relational skills: leadership, teacher, relationship builder, people person
- Heart for the Lord and want to make a difference in the lives of people
- Effective efficient communicator: face-to-face and written work via e-mail, print material, mailings, etc.
- Friendly & Approachable

EXPECTATIONS:

- Maintain a healthy & growing spiritual life and lead others to do the same
- Develop a team of servants from the church to provide leadership for all Sunday morning activities related to children.
- Prepare and coordinate curriculum for Sunday morning use that facilitates easy application by Rock City teachers and helpers.
- Sunday mornings are a priority for this position.
- Relationship development, good communication with the team, providing encouragement and appreciation are recognized as vital for the success of this ministry area.
- Plan and develop a team to provide leadership for periodic events. These would include: Vacation Bible School (VBS), monthly Community Dinner kids' activities, Trunk & Treat, Easter Egg Hunt, etc.

JOB POSTING EXPECTATIONS (continued):

- Develop regular communication with parents and serving teams to develop and strengthen partnerships and to identify serving opportunities.
- Represent the children and families of the church in appropriate meetings:
 - Family Ministry Team Meetings
 - General Staff and Quarterly planning meetings
 - Occasionally at the Leadership Board
 - Presentations to groups of the church for sharing info and promoting others' to be involved in this ministry

EMPLOYMENT DETAILS:

1. This is a salaried position of 20 to 30 hours per week.
2. There is also a monthly stipend for phone/internet use.
3. Pays are once each month
4. There is flexibility in scheduling by considering what is necessary during various weeks of the year.
5. 2 weeks of vacation - total of 3 Sundays away including the vacation weeks
6. 6 sick days per year (not accumulating, but flexible as needed)
7. After one year employment, a contribution equal to 3% of your salary will be made to the United Methodist Personal Investment Plan, which is a 403(b) plan. You may also make additional contributions immediately.

NEXT STEPS:

Interested individuals should send resume to Charles Martindell, Pastor (charles@lithopolisumc.org).



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