

TITLE: Children's Ministry Coordinator - Herndon
REPORTS TO: Lead Pastor of Capital Presbyterian Church | Herndon
JOB STATUS: Part-Time (13-20 hrs)

ABOUT CAPITAL PRESBYTERIAN HERNDON

Capital Presbyterian Herndon (Capital Pres Herndon), a member of the Presbyterian Church in America (PCA) is a congregation of the Capital Pres family alongside McLean Presbyterian Church in northern Virginia. Our vision is to glorify and enjoy God by making disciples who make a difference through grace-filled worship, community, and missions. The Capital Pres Family currently holds 4 Sunday services, spread over 2 worshiping congregations each week with multiple worship leaders and teams made up of over 100 volunteers/musicians. More information about Capital Pres Herndon can be found at www.herndon.capitalpres.org.

POSITION SUMMARY

The Children's Ministry Coordinator - Herndon serves, under the direction of the Lead Pastor of Capital Pres Herndon, to enrich and deepen the spiritual life of our families and children by planning, organizing and executing grace-filled, Gospel-centric Children's ministry (CM) at Capital Pres Herndon. The coordinator will manage all CM volunteers including supervisors and all paid childcare workers for the Herndon site.

GENERAL ROLES AND RESPONSIBILITIES

Organization - "The CM Team"

- CM Coordinator (1 staff member)
- CM supervisors (4-5 volunteers)
- Worship bag coordinator (1 volunteer)

Weekly Responsibilities:

- **Rosters and Attendance** - Maintain rosters and track attendance weekly. Update rosters at the beginning and end of the ministry year
- **Classroom Inventory** - Update, maintain, organize, and stock all nursery supplies and Sunday School materials in nursery classrooms and upper/lower class cart.

Coordinate w/ Worship Bag Coordinator to ensure he/she has plenty of materials for re-stocking worship bags for Sunday

- **Scheduling** - Manage volunteer schedules for nursery - 6th grade. The initial scheduling is primarily a Summer and Winter task with fill-ins throughout the year.
- **Curriculum and Resources** - Review and manage curriculum for Sunday School and print weekly lesson resources (eg; coloring sheets, crosswords, etc)
- **Staff Meeting** - Attend weekly Herndon site staff meeting
- **Weekly Email** - Communicate to Sunday School volunteers the lesson plans, announcements and any updates that are needed for their role on Sunday
- **Leadership** - Provide leadership to and oversight of the CM supervisor team
- **Welcome** - Welcome new families and answer questions as needed. Execute email follow up with newcomer families to make sure we have the correct and complete information in Connect and they know what is offered in CM
- **Supervise** - Supervise Sunday morning paid child-care workers and CM volunteers

Ongoing Responsibilities:

- **Relationships** - Establish rapport and grow relationships with families and CM volunteers at Capital Presbyterian Herndon.
- **Recruitment** - Continually recruit volunteers as needed.
- **Nursery Rotation** - Create and implement congregational nursery rotation (2x a year).
- **Maintain CM Equipment** - Maintain CM signage. Master use and implementation of the e-check-in system in Connect.
- **Training** - Coordinate with pastors to execute annual CM training in August. Prepare training materials. Delivery year round training for new volunteers and child care workers.
- **Safeguarding Policy Support** - Support the McLean site Safeguarding lead in executing background checks, reference checks, and all necessary paperwork for all volunteers and staff. Ensure 2-3 Safeguarding Policy trained volunteers in every room.
- **Finance** - Plan and manage site-specific CM budget in coordination with Lead Pastor, deacons, and Director of Finance. Submit
- **Connect Calendar** - Manage (create, review, update) individual CM events in the Connect calendar year round to ensure CM e-check in runs smoothly.
- **Resources** - Maintain parent seasonal resources that aid them in the discipleship of their families.

Special Events:

- Coordinate with Herndon Site team to plan and execute Herndon events as it relates to CM.
- Coordinate with the McLean and Fairfax CM teams to plan and execute Capital Pres CM events (quarterly family events, VBS, Churchwide Retreat, etc.).

Administrative

- Coordinate with families to adequately care for children with special needs
- Ensure compliance of Capital Pres health protocol in coordination with Fairfax County Health Department

Communications:

- In coordination with the Director of Communications, Herndon Lead Pastor and other CM staff keep current each of the following for the Herndon site related to CM information.
 - CM monthly newsletter and Weekly ministry email
 - Website
 - Connect - congregant information and calendar events
 - Worship guide and flock notes

POSITION REQUIREMENTS

- Vibrant, growing, spirit-empowered relationship with God through Jesus Christ
- Passionate embrace of Capital Pres CM philosophy of ministry
- Humble and teachable leader that is committed to serving others
- A dual desire to serve the church and see others come to know Jesus
- Agreement with and excitement about the basic principles of Reformed theology.
- Deep understanding and love for children with a desire to share the gospel with them and families
- Desire to effectively resource families within the congregation to disciple their families
- Ability to oversee volunteer staff
- Strong administrative skills
- Strong teaching skills
- Technical proficiency in church management software (Connect) and/or related programs
- Self-starter, strong time manager, flexible, and adaptable
- Embody and multiply our staff culture:
 - a) **Focus** – We don't take ourselves too seriously; we do take Jesus and the work he's given us seriously;
 - b) **Family** – We love our church family – and we want to love each other well;
 - c) **Fun** – God rules and reigns so we can enjoy the ride

SALARY AND BENEFITS

This position is part-time. Salary is in accordance with established Capital Pres compensation policy and benefits as outlined in the Capital Pres Employee Handbook and Capital Pres Salary Administration Plan. Salary will be particularly discussed during the interview process, once an offer of employment has been made.

Weekly and Yearly Schedule

Monday

- **Sunday follow-up** - newcomer follow-up, follow up with volunteers on any action items from Sunday, Sunday class room check-ins. Review notes from the CM supervisor and respond as needed.
- **Scheduling** - Manage volunteer schedules for nursery - 6th grade volunteers.
 - Initial schedule is a Summer/Winter task w/ fill-ins throughout the year.
- **Review and Reach Out** - Review volunteer schedule and email potential substitutes to ensure all positions covered for next Sunday
- **Update Rosters and Attendance** - Update and maintain classroom rosters, add new families and track attendance weekly.
- **Communication** - Coordinate via email with any congregational CM needs

Tuesday

- **Classroom Inventory** - Update, maintain, organize, and stock all nursery supplies and Sunday school materials in nursery classrooms and upper/lower class cart. Coordinate w/ volunteer to ensure they have plenty of materials for re-stocking worship bags for Sunday.
- **Curriculum and Resources** - Review and Manage curriculum for Sunday School and print weekly lesson resources (eg; coloring sheets, crosswords, etc).
- **Staff Meeting** - Attend Weekly Herndon Staff Meeting
- **Weekly Email** - Communicate to Sunday School volunteers the lesson plans, announcements and any updates that are needed for their role on Sunday
- **Honor** - Honor volunteers through emails, texts, coffee, or lunch as needed

Wednesday (Optional)

- Capital Pres Family - Staff Meeting and Breakfast (1st Wednesday 9:00-11:00am)
- Capital Pres Family - Staff Training (3rd Wednesday 9:30-11:00am)
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Sunday

- **Welcome** - Welcome new families and answer questions as needed
- **Check-in and Check-out** - assist with check-in and check-out on Sunday mornings.
- **Serve** - Serve as CM Supervisor as needed

Ongoing/Yearly Tasks

Ongoing Tasks

- **Relationships** - Establish rapport and grow relationships with children and families at Capital Presbyterian Herndon
- **Recruitment** - Continually recruit volunteers as needed
- **Maintain CM Equipment** - Maintain CM Signs and Master use and implementation of e-check-in system.

- **Safeguarding** - Support the McLean site Safeguarding Lead in executing background checks on all volunteers and staff. Ensure 2-3 CAPP trained volunteers in every room.
- **Seasonal Resources** - Choose and Maintain parent seasonal resources that aid them in the discipleship of their families

Yearly Tasks

- **Nursery Rotation (In May and November)** - Create and implement congregational nursery rotation.
- **CM Training (In August and As Needed)** - Prepare training materials for volunteers for as needed/desired CM trainings and work with pastors to coordinate CM Training (once a year - in August).
- **Attend** - Attend monthly Ministry Leadership Meeting.
- **Budget (In Jan/Feb and Ongoing)** – Plan and manage CM budget in coordination with Lead Pastor, deacons, and Director of Finance. Complete monthly Nexonia budget.
- **CCB Calendar (In August)** - Add individual Sunday School classes to CCB Calendar for upcoming ministry year check-in.
- **Rosters (In August)** - Update all classroom rosters in preparation for Fall Kickoff.
- **Attend** - Attend Monthly meeting with McLean CM.
- **Coordinate** - Coordinate with the Capital Pres CM team and Capital Pres Fairfax to plan and execute CM events (quarterly family events, VBS, Churchwide Retreat, etc.), ensuring staff support for combined CM events.

As Needed:

- Coordinate with families to adequately care for children with Special Needs
- Will ensure compliance of Capital Pres health protocol in coordination with Fairfax County Health Dept.
- In coordination with the Director of Communications, Herndon Lead Pastor and other CM staff keep current each of the following for the Herndon site.
 - CM monthly newsletter and Weekly ministry email
 - Website
 - Connect, church management software congregant information
 - Worship guide and flock notes