

## **Job Description:** Coordinator of Children and Family Ministries

First Congregational Church of Woodstock is a vibrant, inclusive Christian community where we gather to worship God, serve our neighbors, and grow in our faith through our relationships with one another. We believe that God’s love is for everyone—no matter who you are or where you are on life’s journey.

The Coordinator of Children and Family Ministries is a critical member of the ministry of the First Congregational Church of Woodstock (FCCW). The primary purpose of the coordinator is to foster spiritual learning and relationships among families and children within the congregation and the greater community. The Coordinator is supported by a volunteer Family Ministry Team.

### I. POSITION REQUIREMENTS:

The successful candidate is enthusiastic about working with children and has a background in leading activities for youth and/or childhood education. The Coordinator is well organized, creative, and skilled in recruiting and motivating volunteers. The Coordinator is highly collaborative with exceptional communications skills.

### II. MAJOR RESPONSIBILITIES

The Coordinator of Children and Family Ministries reports to the Pastor and the position includes the following key activities:

- Communicate the vision and purpose of Children’s Church to the congregation and families.
- Develop a monthly, quarterly, and annual plan for key activities including Intergenerational events and programs in collaboration with the Pastor, Family Ministry Team, and families.
- Recruit and equip volunteers for the ministry and other Children and Family activities and provide a safe, quality environment for children.
- Prepare communications about children’s programs and events to parents, children, staff, relevant community members and volunteers.
- Ensure age appropriate curriculum is accessible and available to teachers.
- Work with the Family Ministry Team and Pastor to ensure that programs are:
  - aligned with the vision/mission of FCCW Woodstock
  - in compliance with FCCW Safe Conduct Policy
  - continuing to express the joyful news of God’s love.

### **ACCOUNTABILITY**

Works with, is supervised by, and reports to the Pastor, who will conduct the Annual Performance Review. During pastoral absences and vacancies, in accordance with our current bylaws, the Board of Trustees acts as both supervisor and HR Director for all staff.

### **EMPLOYMENT CONSIDERATIONS**

This position is part-time, averaging 8-10 hours per week. Flexible schedule except 2-3 hours on Sundays. Policies regarding sick leave, vacation time, and grievances are those stated in the Employee Handbook. Background check will be required.

Salary Range: 20-25 dollars per hour

Send resume or CV to Rev. Dr. Kevin Downer, P.O. Box 147 Woodstock, CT 06281 or email [RevKev@FirstChurchWoodstock.org](mailto:RevKev@FirstChurchWoodstock.org)