

**ST. MARK'S UNITED METHODIST CHURCH**  
**CHILDREN'S CHRISTIAN FORMATION COORDINATOR**

**Draft: 9/27/17**

**Accountable to:** Christian Formation Team Leader

**Purpose:** To serve the church as a team member supporting the Mission Statement of St. Mark's by serving as the Children's Christian Formation Coordinator.

The work of the Children's Christian Formation Coordinator supports the church in addressing its identified priorities of

- I. St. Mark's United Methodist Church will bring Christ to the world by taking Church out into the world.
- II. St. Mark's United Methodist Church will reach out to people in all ages and stages of life, with an emphasis on younger people.
- III. St. Mark's United Methodist Church will prayerfully examine our church structure. We will seek to strengthen the systems, which are supporting and nurturing our ministry, and to relinquish those systems which no longer serve us well.
- IV. St. Mark's United Methodist Church will become physically involved in mission and justice projects.

**Job description summary:** The ministry of the Children's Christian Formation Coordinator is to provide leadership to initiate, plan, implement, and evaluate programs that support the priorities of the church, especially Priorities II and III as they relate to reaching younger people and involving them in Christian education and fellowship. Children's Christian Formation Coordinator will work in cooperation with volunteers, existing teams, and staff, especially others on the Christian Formation team.

**Primary Duties and Responsibilities:**

1. Coordinate existing children's program and education ministries of the church, including but not limited to Sunday School, Vacation Bible School, and preteen youth fellowship. Focus ministries on building strong relationships with our children and their parents, while attracting new families.
2. Initiate and implement new program ministries that address the priorities of the church, especially Priorities II and III, as they pertain to children and preteens.
3. Collaborate with the Christian Formation Team Leader and other members of the Christian Formation Team on coordinating and implementing programs that may intersect with other Christian formation ministries at St. Mark's.
4. Coordinate children and preteen program marketing with the Christian Formation Team Leader and the Communications and Outreach Director.

**Position Qualifications:**

1. Demonstrated ability to lead and connect with children.
2. Demonstrated ability to work as part of a team, and in providing leadership with volunteers.
3. Strong faith background.
4. Ability to use technology to reach and connect with target audience.

This position is 10-12 hours per week and not eligible for benefits.

**How To Apply:**

Please submit a cover letter and resume to [kim@umcstmarks.org](mailto:kim@umcstmarks.org) on or before Monday, October 30, 2017.