



Job Opening for Children's Ministry Coordinator

Crossroads UMC is seeking an open-minded passionate individual with a call to ministry, to coordinate a Sunday morning classroom experience for children, and to help develop other pathways for families with young children to experience God in their everyday lives.

Crossroads United Methodist Church is a vibrant faith community located in Ashburn, VA. Our mission is to communicate the unconditional love of God, unlimited welcome of Jesus and an unwavering hope of transformation to people both inside and outside the walls of the church.

Qualifications and Position Requirements:

Align with the United Methodist theology and Crossroads' mission statement

Ability to create and implement an annual strategic curriculum plan for Children's Ministry Sunday morning experiences

Ability to vision and plan with a team to create spiritual growth and support experiences for families with young children

2+ years post high school education in the area of child development and or management/human resources

2+ years work experience in one or more of these areas: school teacher or assistant (preschool-elementary); children's ministry coordinator or assistant; management/human resources

Duties and Responsibilities:

- Oversee 2 individual sessions of Sunday morning experiences for children, preschool-5th grade
- Supervise and support a paid assistant
- Mobilize, train, support and oversee a team of Sunday morning volunteer leaders
- Oversee paid nursery care for each Sunday morning session
- Oversee the setup and tear down for Sunday morning experiences for children
- Plan and oversee the preparation of curriculum for Sunday morning activities
- Plan, order and maintain supplies for Children's Ministry
- Maintain Children's Ministry budget
- Communication: weekly send home, weekly newsletter
- Meet with Formation Team to plan and implement additional spiritual growth and support opportunities for families with young children
- Meetings: weekly Staff Team; bi-weekly Formation Team; meet as needed with HOPE Preschool director and Facilities Director

Position: 20-25 hours/week

Start Date: June 2017

Reports to: Formation Team Director

Members of following Teams: All staff; Formation Team

Staff Reporting to this Position: Children's Ministry Assistant (10 hours/week)

To apply for this position, please email dnorman@crossroadsnova.org with a cover letter, resume, and list of three references. To learn more, visit www.everydaylifewithgod.org/children.