



## **POSITION DESCRIPTION – CHILDREN’S AND MIDDLE SCHOOL MINISTRY COORDINATOR**

**HOURS:** Part-time (20 hours per week/no overtime) Non-Exempt

**SALARY:** Based on experience

**REPORTS TO:** Business Coordinator and Children and Youth Minister (when applicable)

**PURPOSE:** To provide support within our children’s ministry by organizing, prepping, and distributing the resources so that our teachers and volunteers can be successful in their roles. Also, to be connected with our middle school youth via presence as well as assisting in preparing and possibly leading middle school events.

### **DUTIES & RESPONSIBILITIES**

**CROSSWALK** (Wednesday night children’s ministry from September-May):

1. Work with the children and youth minister and possibly others to choose the lessons and schedule for the upcoming year.
2. Copy, cut, and assemble the lessons for the year prior to Crosswalk beginning in the fall.
3. Become familiar with the supply needs of the curriculum and be in communication with the volunteer leaders in order to have things properly prepared
4. Assemble weekly lessons in bags and place on carts prior to Wednesday at 6:30pm. Then empty bags after events and sort trash from reusable

**FAITHROOTS** (Sunday morning children’s ministry- year-round):

1. Retrieve the month’s master copies, print necessary copies, and create files for each date.
2. Assemble (print, cut, provide extra supplies) weekly lessons in bags and place in appropriate locations both at the RD Mize campus and Wyatt campus before worship on Sunday morning. Then empty bags after events and sort trash from reusable
3. The current curriculum has video software so there also is a need to have the proper videos on site at each location.
4. Oversee and stock supplies at the Wyatt Campus for teachers in their storage area

**MIDDLE SCHOOL** (year-round):

1. Partner with the children and youth minister or possibly other volunteers to plan and organize middle school events
2. Be one of the leaders for middle school youth events and willing to lead a devotion or game
3. Purchase supplies or assemble necessary resources for middle school events

### **OTHER RESPONSIBILITIES:**

1. Oversee and assess the youth supply and work room (RD Mize campus) throughout the year so everything is available as needed.
2. Purchase new supplies for events or upcoming needs including Vacation Bible School
3. Other duties as needs arise in these areas

### **QUALIFICATIONS:**

- Strong organizational skills and attention to detail
- Familiarity with basic learning levels for children and youth
- Knowledge and love for Jesus that aligns with the confessions of Timothy Lutheran Church, a member of the Lutheran Church-Missouri Synod
- Solid communication skills with children, youth, and adults