

# **Job Description**

## **Coordinator of Children's Ministries**

### **St. Elizabeth Ann Seton Church, Hiawatha, IA**

**Parish Mission Statement:** Inspired by the Holy Spirit and the loving service of St. Elizabeth Ann Seton, we strive to be a spirit-filled community of disciples in the Catholic tradition. We will be known for service to individuals, family and society through hospitality, education and acts of charity

**Why do we exist?** *To bring people into a growing relationship with Jesus Christ.*

#### **Position Summary**

The Coordinator of Children's Ministries and Sacramental Preparation, as a member of the faith formation team of the parish has specific responsibilities for coordinating the overall children's ministry programs and sacramental preparation programming for elementary children and their families. This position can also include general pastoral responsibilities such as hospitality, counseling and leading prayer.

This is a part-time 15 hours per week twelve month position. The Director of Faith Formation serves as the supervisor for this position. (Some office hours and majority of Sundays are required)

#### **Children's Ministry**

- Coordinate, plan and schedule the ministers for the children's ministry programming on the weekend to assure that children (6 months-4<sup>th</sup> grade) have age appropriate worship, outreach, fellowship, instruction, and service opportunities.
  - Children's Liturgy of the Word (4 years-4<sup>th</sup> grade)
  - Prayground (6mo.-2 yrs.)
  - PrayzKids (Pre-K, 3, 4 & 5 year olds at both Sunday morning masses)
  - \*Expansion to 5:00pm Masses eventually
  
- Plan and implement the children's ministry team in-services and on-going recruitment and development.
  
- Coordinate, plan and implement inter-generational events in faith formation/RE with the formation staff (i.e., "Superfamily Sunday).
  
- Responsible for coordinating, scheduling ministers, planning and set-up of programming held during the weekend Masses (Prayground, PrayzKids, Children's Liturgy of the Word)
  
- Communicate with young families on a variety of levels through phone and email.
  
- Communicate and provide information to the Communications Coordinator for the children's ministry section of the website.

- Communicate and provide information to the Communication Coordinator for the weekly parish bulletin.
- Collaborate with Director of Faith Formation to prepare, submit and administer an annual budget for children's ministry at St. Elizabeth Ann Seton.

**General**

- Attend scheduled faith formation staff meetings to coordinate with total parish vision and direction.
- Attend parish staff meetings to coordinate with total parish vision as needed.
- Assist in general pastoral needs of parish when need arises.
- Encourage and assist in evangelization efforts as a member of the parish staff.
- Develop and foster leadership among parish volunteers and committees.
- Maintain good communication with staff, volunteers and parish at large.
- Participate in deanery and archdiocesan activities as needed and able.
  - Work in collaboration with the Faith Formation Secretary for all administrative needs.

**Qualifications:**

This position requires membership in Catholic parish or faith community and good standing in the practice of the Catholic faith. A bachelor's degree in early childhood education and/or experience with children in an educational or faith setting preferred.

**Work Traits:**

1. Knowledge of Catholicism and faith issues affecting youth.
2. Ability to handle confidential material in a professional manner.
3. Ability to effectively communicate with staff, youth, parishioners and the community.
4. Ability to direct, motivate and work with volunteers.
5. Proficient in use of computer, e-mail and PC programs.
6. Ability to effectively use appropriate social media.

**Mental and Physical Requirements:**

1. Ability to work in an organized and efficient manner.
2. Light lifting.
3. Ability to manage multiple priorities and maintain deadlines.

*(Revised July 2018)*