

Job Description: Children's Ministry Coordinator

Noblesville First United Methodist Church

Part-Time, Salaried: \$25,000 (15-20 hours per week)

Overview:

Noblesville First United Methodist Church (NFUMC) is seeking a dynamic, creative, and passionate individual to serve as our Children's Ministry Coordinator. This individual will be instrumental in leading and growing our ministry for children from birth through 5th grade, providing meaningful opportunities for spiritual growth and engagement. The position is part-time, with the possibility of full-time work in partnership with Noblesville Methodist Preschool (NMP).

Key Responsibilities:

- **Curriculum Development:**
 - Select, adapt, and implement age-appropriate curriculum for children's Sunday school, weekday preschool chapel, and other ministry programs.
 - Ensure curriculum aligns with NFUMC's mission and values, focusing on creating an inclusive and welcoming environment for all children.

- **Program Leadership:**
 - Work collaboratively with the Family Ministry Team to plan and execute events and outreach opportunities.
 - Lead weekly preschool chapel services, partnering with NMP to provide a meaningful worship experience for young children and help to execute NMP Christmas and Graduation Programs.
 - Build and nurture relationships with children and their families to foster a sense of belonging and spiritual growth.
 - Recruit, train, and support volunteers to assist with children's programming and events.
 - Actively participate in staff meetings and collaborate with other ministry leaders to ensure a seamless connection between children's programming and the broader church community.

- **Administration:**
 - Manage the children's ministry budget and maintain resources, supplies, and equipment necessary for programs.
 - Ensure compliance with NFUMC's Safe Sanctuary Policy, creating a safe and nurturing environment for all children.
 - Communicate regularly with families through newsletters, social media, and other platforms to promote events and share updates.

Qualifications:

- A deep Christian faith and commitment to the mission of Noblesville First United Methodist Church.
- Experience in children's ministry, education, or a related field (paid or volunteer).
- Strong organizational, communication, and leadership skills.
- Ability to build relationships and work collaboratively.
- Knowledge of curriculum development and event planning preferred.
- Bachelor's degree in education, ministry, or a related field (preferred but not required).

Compensation and Hours:

- This is a part-time salaried position, 15-20 hours per week, with a starting salary of \$25,000.
- Schedule requires Sunday morning availability (8:15 AM-12:15 PM), but is flexible throughout the week. It will require some evening and additional weekend hours to accommodate church programming and events.

Additional Opportunities:

- **Full-Time Opportunity:** This position has the potential to expand to full-time hours in partnership with Noblesville Methodist Preschool. Responsibilities for full-time work would include a part-time teaching position at the preschool.

How to Apply:

Interested candidates should indicate whether they are interested in part-time or full-time employment and submit a resume, cover letter, and references via email to Rev. Brittney Stephan at bstephan@noblesvillefirst.com. Applications will be accepted through Friday, February 28, 2025.