

**The Presbyterian Church of Jackson Hole**  
**Job Description**  
***Children's Sunday School Coordinator(s)***

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**A. Title: Children's Sunday School Coordinator(s)**

**B. Summary and Purpose of the Position**

Our vision is to see lives being transformed in Jesus Christ. Our mission is to be a community, rooted in Christ, reaching out in love. The Children's Sunday School Coordinator will work to fulfill this vision and mission through the PCJH Children's Sunday School Ministry.

The Children's Sunday School Coordinator will lead, initiate, plan, manage, and supervise all aspects of PCJH Children's Sunday School. He or she will prayerfully disciple and lead the children, parents, and volunteers by equipping them to grow deeper in their relationship with Jesus Christ.

**C. Qualifications:**

- A love for God through Jesus Christ with a constant commitment to growing spiritually.
- Ability to fully support the Vision and Mission of PCJH.
- Model Christ-like servant leadership.
- Strong teaching, planning, and training skills and has the necessary skills/professional abilities to fulfill this job.
- Demonstrates flexibility, organization, and the ability to multi-task and manage administrative details including budgets, registration, and database.
- A sense of fun and adventure that lends itself to working with children.
- Commitment to identifying, encouraging, and developing volunteers in ministry.
- Able to work well with others and be a team partner.
- Diplomatic, productive, and positive people skills.
- Effective communication skills and writing skills.
- Ability to motivate and empower people (staff and volunteers).
- Sensitivity for meeting the needs of the congregation.
- Able to always maintain confidential information and discretion.
- Ability to work in and manage electronic communications.
- Gifts of teaching, leadership, encouragement, shepherding, and wisdom.

**D. Responsibilities**

Children's Sunday School Ministries

- a. In partnership with the Children's Ministry elder and team, develop age-appropriate teaching and programming for Sunday school.
- b. Oversee the implementation of a Christian curriculum for programming.
- c. Create and oversee all "Milestone Ministries" for children/students at PCJH.
- d. Oversee, recruit, train, and supervise all volunteers for Children's Sunday School.
- e. Lead and motivate ministry communication with children, parents, volunteers, and leaders to ensure high quality communication and processes.

- f. Schedule, plan, and lead meetings with leaders for ministry, including working alongside the PCJH Children's Ministry Elder overseeing the CM Team.
- g. Intentionally engage and encourage the children, equipping them to take the next step in a relationship with Jesus Christ.
- h. Create ministry annual budget needs for the submittal and inclusion into the overall church budget.
- i. Manage financial needs and expenses to ensure compliance with the ministry's annual budget.
- j. Coordinate with other ministries to integrate the vision and mission of PCJH.
- a. Actively engage and participate in the church life as a leader and as a program staff member.
- b. Actively engage and participate with the other staff as a partner in ministry.
- c. Oversee and supervise all resources and supplies for the children's Sunday School program.
- d. Ensure all volunteers follow the guidelines in PCJH's Safe Church Policy.
- e. Lead other duties as assigned or as arise.

**E. Supervision**

The Children's Sunday School Coordinator will report directly to the Associate Pastor and is responsible to the Head of Staff and Session of PCJH.

**F. Training and resources**

Attend workshops or conferences related to Christian Children's Ministries, improving the effectiveness and depth of the ministry.

**G. Accountability**

As with all staff, the Children's Sunday School Coordinator is accountable to Jesus Christ who is head of the church and to the congregation through the Session of PCJH and its Personnel Team.

The Children's Sunday School Coordinator is a part-time position. Sunday is the only day that is required to be present with preparation days flexible throughout the week to be negotiated with supervisor.

**H. Compensation and Benefits**

Based on education and experience, the Children's Sunday School Coordinator will be compensated with a competitive hourly wage. Options for flex spending for child care and medical supplement are available. A matching 403-B plan is also available for retirement planning. The Children's Sunday School Coordinator receives 50% discount on all children programs for their direct dependants (i.e. After School Adventures, JOY Summer Camp and Little Lambs Preschool.)