**McMinnville Covenant Church Children’s Ministries Coordinator Job Posting**

McMinnville Covenant Church is seeking a qualified individual to join our team in McMinnville, OR. The Children’s Ministry Coordinator position requires an organized self-starter with verifiable experience and/or education leading children and encouraging a growing relationship with Jesus Christ.

**Essential Responsibilities:**

* Develop vision, goals and objectives for Children’s Ministries in partnership with volunteers, staff, Leadership Team and Children’s Ministry Team
* Recruit, train and motivate volunteers to serve in children’s ministry
* Build relationships with children and families
* Develop and implement weekly programming and occasional events for children and families that:
	+ Point them to Jesus
	+ Encourage a growing faith
	+ Support the work of the Pacific Northwest Conference (PacNWC) and Evangelical Covenant Church (ECC)
* Oversee the one-week summer Vacation Bible School
* Plan and implement ways to include and incorporate children in Sunday morning worship

**Administrative**

* Develop the children’s ministries calendar, communicating effectively with staff and families
* Manage children’s ministries budget and scholarships
* Responsible for care of supplies and facility areas utilized for children’s ministries activities
* Supervise paid nursery worker(s)
* Uphold the policies and procedures of McMinnville Covenant Church

**Qualifications**

* Demonstrated commitment to following Jesus Christ
* Demonstrated time management and organizational skills
* Open and adaptable to flexible job duties and responsibilities with minimal supervision

This position is hourly, nonexempt, part time, paid sick leave on prorated basis

Employment is subject to the completion of a Statement of Personal History and passing a thorough background check.

To apply, submit a resume and cover letter expressing your interest in and qualifications for this position. hr@maccov.org

Hourly Rate of Pay: $20-22 per hour depending on experience

Average Number of Hours Per Week: 7 to 10