

FIRCREST PRESBYTERIAN CHURCH and GATHER TACOMA
Joint Children's Program Coordinator

Purpose of the Position

To serve as a teacher and role model that guides children toward following the Jesus-way, with warmth and encouragement, in accordance with the mission and vision of the congregations. This position also interacts with kids in other, non-religious, community gatherings.

Position Description

The Children's Program Coordinator (CPC) teaches a class of multi-age children every Sunday morning except the 1st Sunday of the month (Communion Sunday), leads a weekly youth group each Tuesday night, and facilitates crafts and activities at 1 Sunday evening Community Dinner per month.

Specific Responsibilities and Expectations

- Adhere to all safe conduct policies established by this communities leadership.
- Utilize curriculum materials and design lesson plans approved by the Children, Youth and Families Team (CYF team).
- Personally reflect on the scripture focus, ask questions, and acquire the craft materials needed.
- Touch base with families early in the week to organize volunteers and encourage participation.
- Understand that the children will remember the relationships formed more than the content presented.
- Learn the name of each child as quickly as possible.
- Establish and nurture a community of welcome, care, and cooperation in the gatherings.
- Converse with the children's parents after class to establish cooperative relationships with them.

- Include the children in your prayers.
- Communicate about upcoming events with church in digital and social media formats.
- Participate in regular touchpoint meeting with the pastor.

Sunday Morning Joy Program:

**On communion Sundays (first Sunday of the month) there will be no Joy Program so that all can participate in worship and communion.*

- Prepare space prior to program beginning.
- Be available in the Narthex/Sanctuary area by 10:20 am each Sunday to greet families and orient newcomers.
- Clean up the class area and put away materials at the end of each session – encouraging the children to assist.
- Ensure children are picked up by their parents in fellowship hall.
- Coordinate volunteers to assist Joy Program Teacher.
- Converse with the children's parents after class to establish cooperative relationships with them.

Tuesday Night Youth Group:

- ___ Prepare space prior to program beginning.
- Clean up the meeting area and put away materials at the end of each session – encouraging the children to assist.
- Ensure children are picked up by known adult.
- Involve parents or older youth in helping, if they stay.
- Coordinate volunteers to bring dinner or hearty snack.
- Converse with the children's parents after class to establish cooperative relationships with them.

Community Dinner

- Prepare space prior to program beginning.
- Clean up the meeting area and put away materials at the end of each session – encouraging the children to assist.
- Organize and lead games or crafts that are fun, engaging, and entirely non-religious.

Skills and Qualifications

- Commitment to Jesus

- Inclusive and welcoming of diversity
- Excellent and Creative communication and interpersonal skills
- Understanding of the basic Bible stories
- Must be available Sunday mornings, Tuesday evening, and 1 Sunday evening a month.
- Familiarity and proficiency with current digital communication and social media tools
- Must be willing to maintain a current first aid and CPR certification (funded by employer) and undergo a background check with the Washington State Patrol

Accountability and Relationships:

As a member of the Ministry Team, the Children's Program Coordinator shall become a member of Fircrest Presbyterian Church and will be directly responsible to the head of staff and secondarily to the Session via the CYF Team and the Personnel Committee. An annual review will be conducted together with the head of staff and a representative from the CYF team, supported by the Personnel Committee.

The CPC will request time off at least 2 weeks in advance and notify the head of staff and a designated member of the CYF team as soon as possible for any planned or emergent needs for a substitute teacher.

Hours and Pay:

6 hours per week / 24 hours per month

Pay is \$16.35 - \$20.00 per hour, depending on experience.