



Forest Hills Presbyterian Church

Job Title:	Children's Ministry Coordinator	Travel Required: Minimal													
Department/Group:	Christian Education	Position Type: Part Time, hourly, non-exempt													
Location:	Helotes, TX	Salary:	\$400/month												
Reports to:	Pastor	Date posted:	5-25-2017												
Call or E-mail:	210-695-3123 or info@fhpconline.org														
Job Description															
<p>Role and Responsibilities</p> <ol style="list-style-type: none"> Escort children from worship to CWNC building for children's church. Lead Children's Church time every Sunday morning Lead "Faith Happens" class for children on Sunday evenings. Work in collaboration with the Christian Ed committee to develop and fund fellowship activities. Develop Wednesday evening programmatic activities in conjunction with church wide events. (10 week fall/10 week spring sessions) Effectively use social media and technology to develop communication and outreach to members and potential visitors. Provide monthly reports to Christian Ed committee Work in collaboration with Student Ministry Director to encompass progressive movement through church educational systems. Attend monthly staff lunch (1st Tuesday of each month). Help coordinate joint VBS with Helotes Hills United Methodist Church. Recruit and supervise parent or young adult volunteers. 		<p>Qualifications and Education Requirements</p> <ol style="list-style-type: none"> Experience working with Children required, experience with church work preferred. 18 & over required, 21 & over preferred. Certification in CPR. Submit to criminal background check. Ability to communicate effectively with children, parents, and staff. Reliable transportation <p>Physical Requirements:</p> <p>Some manual labor and possibly heavy lifting (up to 50 pounds) may be involved in lifting or carrying children, supplies, arranging and/or cleaning or the educational space.</p> <p>Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.</p> <p>About Forest Hills:</p> <p>FHPC is a member of the Presbyterian Church USA and has been in the Helotes community for over 50 years. We are an ecumenical church that strives to live the way of Jesus in all that we do. We seek to show our children and youth that they are welcomed and loved by God regardless of who they are or what they have done.</p>													
<p>Terms of Employment:</p> <p>No employer insurance is provided. Holidays, vacation, and sick days are unpaid. Performance reviews are done in conjunction with Pastor and Administrative Committee. Finding volunteer substitutes if absent is the responsibility of the Children's Ministry Director.</p> <table border="0"> <tr> <td>8-10 hrs/mo</td> <td>Sunday Mornings 10am-12pm</td> <td>1-2 hrs/mo</td> <td>Monthly Staff Meeting</td> </tr> <tr> <td>4-5 hrs/mo</td> <td>Sunday Evenings 5pm-6pm</td> <td>15-20 hrs/year</td> <td>1 wk VBS 4 hours/day @ 5 days</td> </tr> <tr> <td>8-10 hrs/mo</td> <td>Wednesday evenings (Sep-Nov and Feb-Apr) 5pm-7pm</td> <td></td> <td></td> </tr> </table>				8-10 hrs/mo	Sunday Mornings 10am-12pm	1-2 hrs/mo	Monthly Staff Meeting	4-5 hrs/mo	Sunday Evenings 5pm-6pm	15-20 hrs/year	1 wk VBS 4 hours/day @ 5 days	8-10 hrs/mo	Wednesday evenings (Sep-Nov and Feb-Apr) 5pm-7pm		
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