

CHILDREN'S MINISTRY COORDINATOR

Classification: Part-Time (Hours - 20 hours per week average)

Location: Mariners Bethel Global Methodist Church and Hope Center, Ocean View, Delaware

Position Purpose

Working collaboratively with the Pastor of Family & Youth, the Children's Coordinator helps children encounter Jesus Christ, grow in biblical faith, and become lifelong disciples while partnering with parents and equipping volunteers to share in this ministry. The Coordinator fosters a safe, welcoming, Christ-centered environment where children are loved, taught God's Word, and encouraged to grow spiritually.

The Children's Coordinator provides leadership, coordination, and administration for Mariners Bethel's ministries to children from infancy through elementary school. This position is responsible for the church's Sunday Children's Ministry, Nursery, Vacation Bible School, Enrichment of Hope (EOH) Afterschool Program, and other children's outreach initiatives.

MAIN ROLES:

1. Children's Discipleship Ministry

Provide leadership for all Sunday children's ministries including Kid's Church.

Responsibilities include:

- Coordinate weekly Kid's Church programming.
- Recommend and implement biblically sound curriculum in consultation with the Pastor of Family & Youth
- Prepare lessons, activities, crafts, and age-appropriate learning experiences.
- Maintain a safe, engaging, and welcoming ministry environment.
- Develop ministry standards for safety, discipline, and volunteer expectations.
- Pray regularly for children, families, volunteers, and ministry effectiveness.
- Maintain Planning Center and children's ministry records.

2. Enrichment of Hope (EOH) Afterschool Ministry (Tuesday-Thursday)

Provide leadership for the church's outreach ministry to local elementary students.

Responsibilities include:

- Coordinate day-to-day operations of the EOH program, including collaboration with Volunteer leaders.
- Plan lessons and devotional activities.
- Coordinate enrichment activities including recreation, life skills, service projects, and seasonal celebrations.
- Organize snacks and program supplies.
- Maintain student records and required documentation in Planning Center.
- Communicate regularly with parents through Class Dojo, text, email, and personal conversations.
- Address student behavioral concerns with grace, consistency, and appropriate discipline.
- Identify students needing additional academic or emotional support and collaborate with school personnel when appropriate.

OVERALL CORE RESPONSIBILITIES:

○ Volunteer Recruitment & Leadership

Recruit, equip, schedule, encourage, and retain volunteers for all children's ministries.

Responsibilities include:

- Recruit volunteers from within the congregation and community.
- Recruit and coordinate student mentors for the EOH program.
- Conduct volunteer orientation and periodic training meetings.
- Ensure all volunteers complete background checks and Ministry Safe training.
- Maintain volunteer schedules utilizing Planning Center and/or SignUpGenius.

- Encourage volunteers through appreciation, coaching, and regular communication.

- **Family Engagement**

Partner with parents as the primary spiritual influencers in their children's lives.

Responsibilities include:

- Communicate regularly regarding ministry activities and upcoming events.
- Welcome new families and assist children in becoming connected.
- Encourage families to continue discipleship at home.
- Build positive relationships with children and parents.

- **Community Outreach**

Strengthen relationships between Mariners Bethel and the surrounding community.

Responsibilities include:

- Coordinate the Enrichment of Hope Open House.
- Represent Mariners Bethel at Lord Baltimore Elementary School events.
- Maintain positive relationships with school administrators, teachers, and counselors.
- Help identify opportunities for community partnerships and outreach.

- **Vacation Bible School & Children's Events**

Assist in planning and coordinating seasonal children's ministries including:

- Vacation Bible School
- Easter outreach
- Christmas programs
- Community family events
- Other children's ministry initiatives
- Responsibilities include:
 - Collaborate in selecting curriculum.
 - Recruit and organize volunteers.
 - Purchase supplies and materials.
 - Coordinate logistics and promotion.
 - Evaluate each event for future improvement.

- **Administration & Stewardship**

Provide effective administration for all children's ministries.

Responsibilities include:

- Assist in developing annual ministry budgets.
 - Purchase curriculum, supplies, snacks, and equipment. Monitor expenditures responsibly.
 - Maintain accurate attendance records.
 - Prepare periodic ministry reports for the Pastor of Family & Youth.
 - Assist with church communications, newsletters, website updates, and social media as requested.
- Capture photographs and ministry stories for church communications.

- **Safety & Child Protection**

Maintain the highest standards of child safety by:

- Following Ministry Safe policies and procedures / Ensuring all volunteers remain compliant with church child protection policies.
- Ensuring secure check-in/check-out procedures.
- Maintaining appropriate adult-to-child ratios.
- Providing clean, organized, and safe ministry environments.
- Reporting safety concerns promptly.

QUALIFICATIONS

The successful candidate will possess:

- A growing, mature relationship with Jesus Christ.
- A passion for helping children become disciples of Jesus.
- Agreement with the doctrine and mission of Mariners Bethel Global Methodist Church.
- Experience in children's ministry, education, child development, or a related field preferred.
- Strong organizational, communication, and leadership skills.
- Ability to recruit, train, and encourage volunteers.
- Ability to work collaboratively with church staff, parents, schools, and community partners.
- Working knowledge of Microsoft Office, Google Workspace, and Planning Center, is desirable.
- Successful completion of required background screening and Ministry Safe training.

PERSONAL CHARACTERISTICS

The Children's Coordinator should demonstrate:

- Christ-like character
- Love for children and families
- Joyful servant leadership
- Spiritual maturity
- Creativity and flexibility
- Dependability
- Strong interpersonal skills
- Good judgment
- Confidentiality
- Ability to work independently while remaining accountable

WORKING RELATIONSHIPS

The Children's Coordinator works collaborates closely with:

- Pastoral Staff
- Church Operations Manager
- Volunteer Coordinator
- Children's Ministry Volunteers
- Parents and Families
- Lord Baltimore Elementary School personnel
- Community partners

MEASURES OF SUCCESS

Success in this position will be demonstrated by:

- Children growing in their knowledge and love of Jesus Christ.
- Increasing participation in Sunday Children's Ministry and Enrichment of Hope.
- Strong volunteer recruitment, training, and retention.
- Positive relationships with families and community partners.
- Safe, well-organized ministry environments.
- Effective communication and administration.
- Successful outreach events that connect new families to Mariners Bethel.
- Faithful stewardship of ministry resources.

To apply, send resume and letter of interest to Cindy Hawkins, Administrative Assistant, at administrator@marinersbethel.org no later than August 27, 2026.