

Trabuco Presbyterian Church

Position Title: Children's Sunday Ministry Coordinator

Classification: Part-time (up to 15 hours/week); hourly, non-exempt

Purpose: To lead and serve with energy, imagination, and joy to fulfill TPC's mission of inviting all people to build an active relationship with Jesus Christ.

Essential Skills:

- In partnership with the Director of Family Ministries, provide a safe, fun, and welcoming environment where children engage in Christ-centered education and creative activities that nurture faith formation.
- Partner with parents in helping children and families develop an active relationship with Jesus.
- Be present and prepared at least 3 Sunday mornings a month before and after Worship to welcome, assist and encourage children, parents, and Sunday School teachers. (8am-11am)
- In collaboration with Director of Family Ministries, select, organize, and distribute Sunday lessons and to teachers.
- In partnership with Director of Family Ministries communicate and maintain schedule for Sunday School teachers, and Childcare providers.
- Teach Sunday School and Little Lambs when needed.
- In partnership, engage families in Worship and special events that nurture faith formation (Bible presentations, Communion, etc...).
- Collaborate with leadership to engage preschool families in the congregational life of TPC.
- Maintain Little Lambs and Sunday School classrooms to ensure they are welcoming, clean, safe, and have the supplies needed.
- Attend weekly staff meetings (in person or online) and ministry team meetings.

Educational Requirements:

- College degree preferred

Physical Requirements:

- Ability to move freely amongst obstacles, including bending, twisting, and able to lift up to 30lbs.

Required Skills, Knowledge, and Experience:

- A follower and disciple of Jesus with a commitment to lead children and families in the mission of TPC.
- Excellent interpersonal skills with both children and adults
- Creative, organized, comfortable meeting new people
- Experience in children's programming, Christian Education, and/or teaching is preferred