

# Children's Discipleship Coordinator

(Along with a Family Ministry focus)

[Full-Time Position]

First Brethren Church, North Manchester, IN [www.NMFBC.org](http://www.NMFBC.org)

Contact: Pastor Kurt Stout ([kurt@nmfbc.org](mailto:kurt@nmfbc.org); 260.982.6457)



**Job Purpose:** Support, assist, and partner with the Children's Discipleship Ministry and its leadership teams to spiritually nurture newborns through sixth grade (*c.30 hours*), and to equip all parents to be the primary spiritual influencers in their homes (*c.10 hours*) with the common goal of helping children develop a lifelong relationship with Jesus Christ.

## Introduction and Information:

First Brethren Church is seeking qualified candidates to submit their resumes and cover letter with a short bio to [office@nmfbc.org](mailto:office@nmfbc.org) by September 30<sup>th</sup>. To learn more about our church follow this link: [www.NMFBC.org](http://www.NMFBC.org). North Manchester is located 25 miles southwest of Fort Wayne (between Warsaw and Wabash, IN). Our small college town has a population of about 8,000 and is a great place to raise a family. First Brethren is an intergenerational church with a worship average around 280 (40 of which are children/infants).

Annual compensation will be based on education and experience, and additional funds will be available for travel, conferences, and personal ministry expense reimbursements. The final salary and additional benefits (i.e. healthcare options) will be determined following interviews.

## Scope of Responsibilities:

1. Attend and check in with volunteers on Sunday mornings and at church-planned children's activities.
2. Lead or collaborate in leading the Children's Discipleship Ministry (CDM) team
3. Recruit, support, and provide training for volunteer leaders
4. Coordinate teams to plan special events, such as VBS, Club Riot, KFC, Holiday programs, and outreach
5. In cooperation with CDM, Review, Recommend, and Develop a Christ-centered curriculum for all ages
6. Advise and assist in maintaining a physically, emotionally, relationally, and spiritually safe environment for learning and building relationships.
7. Administration: congregational and family communication (i.e. reports, bulletin/newsletter info)
8. Advocate and promote children's ministries in the community and church and assimilate newcomers
9. Seek to partner with Youth & Adult Discipleship Ministries to achieve the overall mission of the church
10. Encourage summer church camp and other related opportunities for children/families
11. Coordinate childcare/kids programming during church related events (i.e. communion)
12. Resource and train parents of all ages to lead the spiritual development of their children/youth
13. Engage in the Children's ministry, as well as empower others to serve according to their gifts/passions.

**Organizational Collaboration:** The Children's Discipleship Coordinator is responsible to the Lead Pastor and attends weekly staff meetings, as well as prayer and planning sessions with the other discipleship coordinators.

## Qualifications:

- Must profess a devoted personal relationship with Jesus, exhibited in obedience to Biblical truth/values.
- Educational or experiential background in working with children and their families.
- Good verbal, written, and technological communication skills, well-organized, and the ability to manage volunteers.
- Strong Biblical knowledge to guide age-appropriate spiritual growth and ensure Biblically accurate educational and character development curriculum and programming.
- Comfortable to work with, dependable, creative, and embraces a servant-leadership mentality.

Interested applicants should submit resumes to [office@nmfbc.org](mailto:office@nmfbc.org) by October 31, 2023.