

Children's Ministry Coordinator

15 hours a week

Sunday morning, 8-noon (mandatory) – other work days flexible

Family Service Set-Up, Take Down and Logistical Coordination

- ☐ Set out FS sandwich boards near office and back parking lot
- ☐ Set up the partitions in Huffman Hall with nametags
- ☐ Set up the 2 tables in the back of the service with Orders of Service, Visitor Cards, acolyte sign up sheet, musical instruments, snacks, extra nametags and other seasonal materials

Christian Formation Coordinator of children K-5th grade (GRACE: Breakfast Club)

- ☐ Works closely with the Family Minister and Youth Minister to execute a Sunday morning Sunday School (GRACE) Program with breakfast - monthly trade off
- ☐ Generate weekly lesson with Youth Minister, purchase or gather supplies, restock art supplies, assist in setting up room, coordinate and lead volunteers when needed

VBS Coordination / Assistance (April, May, June)

- ☐ Assist with logistics, volunteer recruitment, purchasing and gathering of supplies. Other key team players– VBS Coordinator, Family Minister, Youth Minister. Must be available the week of VBS

Christmas Pageant Coordination (December)

- ☐ Recruit actors and readers for the Christmas Eve Pageant, rehearse the Sunday before Dec. 24th after church, furnish and display all costumes for the 4:00 Pageant and put away. Dismantling and storage of crèche with team of volunteers. Other key team members – Rector, Assoc., Music Director, Family Minister, Youth Minister

Seasonal Program Coordination

- ☐ Work closely with the Family Minister and Youth Minister to develop and execute seasonal events. Lent, Ash Wednesday, Easter, Pentecost, Summer Family Programs, St. Matthew's Day, Advent, Christmas.

The Mix: Youth Group for 3rd, 4th and 5th Graders Coordination

- ☐ Develop and coordinate a monthly gathering for children in grades 3rd, 4th and 5th. Monthly offerings can cover service, fellowship or formation.

Please send resume to hr@stmattsAustin.org

Position Begins June 11, 2016