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|  | Position Description – 2/19/20 |

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| **Position Title:**  Children’s Ministry Faith Formation Coordinator  (Birth - Grade 5) | FLSA Status: *X* Exempt Non-Exempt |
| **Date of Position Description:** February 2020  (to be evaluated/reviewed/adjusted annually) | |
| **Position Reports to:** Pastor of Lifelong Faith Formation | |
| **Position Summary:** Plan, create, and implement faith formation environments, curriculums, and activities that support and encourage children and equip families for Trinity’s Mission:  Because God first loved us, we live as Jesus in the world, loving God and loving neighbor. | |

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| **Essential Functions of the Position:**  **Young Family Faith Formation (birth to 4 yrs)**  -Help lead Baptism Orientation for families seeking baptism at Trinity (often young families)  -Build relationships with young families (Grace Space, Milestones, events)  -Partner with LADC in coordination of several joint events per year (i.e. Trunk ‘R Treat, Easter Egg Hunt….)  **Sunday Faith Formation (4 yrs to Grade 5):**  -Nurture the connection between worship and faith formation for the whole community  -Develop curriculum that nurtures the single story on Sunday mornings (Revised Common Lectionary)  -Recruit, train, equip, and support ministry and small group leaders.  -Recruit, train, equip and support other volunteers including helpers of crafts/activities, music, welcome/check-in, subs, etc.  -Secure handouts/supplies needed throughout the year.  -Lead/Teach throughout the year.  -Manage weekly offerings.  -Coordinate children singing/participating in some worship services.  -Communicate with parents throughout the year – Incorporate them whenever possible (building on this each year).  -At end of year, evaluate with and thank the above volunteer leaders.  **Milestones (birth-Grade 5)**  -Develop age-appropriate Milestones for families to celebrate growth, learning, and God’s presence for every age and stage  -Help families connect their big and small moments to faith  -Recruit, train, equip, and support teams to share leadership and stories of Milestones  -Recruit, train, equip and support other volunteers including subs, special speakers, etc.  -Secure handouts/supplies needed throughout the year.  -Communicate with parents throughout the year – Incorporate them whenever possible (building on this each year)  -At end of year, evaluate with and thank the above volunteer leaders.  **Cross-generational Faith Formation:**  -Work with families to cultivate relationships throughout the ages, support 5 significant faith mentors  -Help develop All-In events for families of all ages in coordinator with CYF and Ministry Teams  -Name and claim where and when meaningful intergenerational experiences have happened (tell the stories)  **Sacraments (baptism & communion):**  -Together with the Pastor of Lifelong Faith Formation, develop and implement Trinity’s plan to cover the sacraments.  -Communion: two half-day retreat offerings for students and their parents  -Baptism: one entry in conjunction with new member process  **Vacation Bible School and Summer Bible Camp:**  -Collaborate and partner with VBS team.  -Collaborate and partner with WAPO Bible Camp to hold dates/spots for Trinity kids.  -Communicate (and encourage attendance) to students and parents in as many ways as possible throughout the year.  -Help create and execute fundraising opportunities for families.  -Trinity Middle & High School Coordinator holds camp-related details during summer. |
| **Additional Responsibilities:**  -Uphold the Mission and Core Values of Trinity  -Manage Children’s Ministry Budget (birth – Grade 5)  **-**Attend weekly CYF staff meetings & work in collaboration and partnership  -Support Confirmation and Youth Ministry as needed  -Attend All-Staff meetings and work in collaboration and partnership whenever possible  -Scheduling/calendaring  -Work in collaboration with Trinity Communications Manager – share pictures whenever possible!  -Be present at Sunday Worship, Annual Meeting, Etc. to connect with students, families and congregation members. |
| **Qualifications:**   1. Two or more years of experience in ministry programming 2. Understanding of Childhood Development 3. Ability to articulate personal faith story and God’s story 4. Curriculum and development discernment experience 5. Background in recruiting, training and ongoing support of adult and youth volunteers 6. Comfortable with technology and social media 7. Ability to work independently, as well as in a team setting 8. Excellent oral and written communication skills 9. Ability to effectively prioritize and meet deadlines 10. Comfortable speaking in front of large groups |

*Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.*