

## **Coordinator of Children's Ministries**

**Hourly Pay Range:** \$20-22/hour

**Hours:** 10-15 hours per week (There is potential for hours to grow as the church programs grow as well)

### **Overview**

The First Presbyterian Church of Ocala is seeking a part-time employee to organize and direct the children's ministries of the church. The primary role is to manage and lead programs that minister to young children and their families through education, programs and support.

### **Responsibilities**

- Coordinate all Sunday programs for children birth-5<sup>th</sup> grade. This will require that you recruit, train and support volunteer teams and oversee part-time nursery staff.
- Follow up on all new families with children who visit on Sundays to make sure they are welcomed and made aware of children's ministry programs and events.
- Plan periodic fellowship and outreach events for families with children.
- Participate in worship leading Children's sermon as needed
- Plan and Coordinate annual Vacation Bible School
- Participate as a member of the Christian Education Committee (Meets monthly)

### **Essential Position Requirements**

- Knowledge of and commitment to the mission and ministry of FPC Ocala and agreement with the "What We Believe" content on our website
- Excellent written and oral communication skills; good listening skills
- Well-organized and able to manage multiple projects at one time
- Strong interpersonal skills, able to relate well with a diversity of people
- Demonstrated skills in working in a team-based relationships

### **How to Apply**

- Interested applicants should submit questions or a resume and cover letter to Pastor Kenny Ellis ([kellis@fpcocala.org](mailto:kellis@fpcocala.org)) or call the church office (352) 629-7561. The cover letter should include information about your faith journey and how you came to trust in Christ.