



# UNION CHURCH

## DiscipleSHIP Children's Ministries Coordinator

**Reports to:** Associate Pastor and Lead Pastor

**Position Status:** Paid part-time position (approximately 20-25 hours per week expected)

**Purpose:** The DiscipleSHIP Children's Ministries Coordinator serves as the general administrative leader of Union's DiscipleSHIP ministry.

Qualifications:

- B.A. in Education or equivalent
- Five years of professional experience or equivalent
- Act 33 and 34 Clearances
- Church Membership is not a Requirement

Responsibilities Include (but not limited to):

- Coordinates the work of all DiscipleSHIP classes, departments and other Bible study groups toward the overarching objective of [admin@unionpresbychurch.org](mailto:admin@unionpresbychurch.org) of Union's mission.
- Leads the Children & DiscipleSHIP Planning Team in planning, organizing, enlisting and equipping leaders and in mobilizing members to achieve goals toward the stated objectives.
- Meets regularly with the Associate and Lead Pastor to evaluate the work of DiscipleSHIP ministry and set agenda for Sunday Planning Team Meetings.
- Communicates goals and actions to leaders and participants and evaluate progress.
- Leads in developing an effective organization that facilitates spiritual transformation.
- Leads in efforts to call participants into service and in enlisting and developing new leaders.
- Leads in evaluating needs related to space, budget, Bible study curriculum, supplies and other resources; recommend needed actions.
- Hires and trains all weekly DiscipleSHIP leaders for each class.
- Sets a positive example for others by living as an authentic witness of Christ and through full involvement in the life and ministry of the church.



## Special Events – Timeline of Responsibilities:

### JANUARY

- Meet with Office Manager to place all events on the Union Church calendar. Report to staff, Childcare, Trustees and Session, connect with Safety and Security Team regarding schedule for the year.
- Begin planning for all events.

### MARCH – APRIL

- Easter Egg Hunt: typically on Palm Sunday. Begin planning late February. Budget around \$500.00. Recommended pre-filling eggs; 1,500-1,700 needed; purchased through Sunny Bunny Easter Eggs in the past. Decorations in the shed. Recruit help for: decorations, kitchen staff, station leaders and Easter Bunny.
- Plan for promotion of Summer J.A.M.
- Confirmation Class begins. Every other year (next in 2021). Students in 8th grade. Dina Roberts has coordinated in the past.

### MAY

- Mother's Day event and worship, children sing? If so, who leads/directs?

### JUNE

- Graduation Sunday. Focus on High School and College graduates. Sue Shumek has coordinated in the past. Communicate with parents to obtain pictures of students, brief bio for PPT during worship. Graduation gifts presented in worship. Reception, traditionally hosted by the Presbyterian Women.
- Father's Day event?
- Summer J.A.M. (Vacation Bible School) coordinated with local school calendar – typically toward the end of June, early July. Director of Summer J.A.M. reports to DC. Budget approximately \$1,800.00. Cost \$25/child, \$50 max/family.

### SEPTEMBER

- Blessing of the Backpacks, Sunday following Labor Day/last Sunday of one combined worship.

### OCTOBER – NOVEMBER

- Trunk and Treat. Budget approximately \$500.00. Decorations in shed.
- Advertise for Summer J.A.M.

### DECEMBER

- Christmas Caroling. Coordinate with Girl Scouts (Sarah Shaffer), traditionally stop at the Willows (Dina Roberts); traditionally visit homebound (Sue Shumek has scheduled in the past). For the future: Invite John Seybert, Anthony Calvario, choir and music team to help with leadership; plan for a Sunday following worship instead of Saturday?



- Christmas Pageant, typically around the 2nd Sunday of Advent. Dina Roberts and Mimi Massucci have traditionally directed this event. Children also sing in worship – same Sunday?

#### Other Duties/Ongoing Responsibilities:

- Union Staff Meetings at 10:30 a.m. on Tuesdays in the Lounge.
- DiscipleSHIP Team Meeting on the first Monday of the month at 6:30 in the DiscipleSHIP Large Classroom.
- Bulletin Boards in CE Wing.
- Handle reimbursement/purchase requisition forms.
- Track and monitor budget with the help of Rebecca Safko, Treasurer.
- Sign-Up Genius has traditionally been used for Teacher/Nursery Staff Scheduling. Sarah Shaffer has facilitated.
- KidCheck used for secure check-in of children on Sunday mornings. May be used for teacher and nursery staff hours.
- Arrange curriculum needs for weekly DiscipleSHIP – Group Publishing has been used most recently – flexible, may be canceled during summer months with no penalty.
- Young children and Worship used during the late worship service. Need to maintain stories. Ongoing training for storytellers. Jenn Boehm interested in coordinating this piece of the DiscipleSHIP ministry.
- Oversee the Nursery Staff, including new hires.
- Key communication people and venues:
  - Lead pastor, Billy Younger
  - Associate Pastor for Youth and Families, Tom Ribar
  - Office Manager, Ashley Reeves
  - Director of Union Childcare, Kelsey Liwosz
  - Session Elder, Connie Rippole
  - Hilltop Herald (monthly newsletter); Sunday Morning Worship Bulletins; Facebook and Church-Wide Email List.

#### Evaluation:

The DiscipleSHIP Coordinator will report to the Associate Pastor and staff on accomplishments and activities. The Associate Pastor will conduct a performance evaluation and recommend compensation to the Administrative Support Team and approved by session.

To Apply: Call Ashley in the Church Office at (412) 787-1818 Monday – Friday between 9 a.m. – 2 p.m. or submit your resume and cover letter to [admin@unionpresbychurch.org](mailto:admin@unionpresbychurch.org) We are looking forward to hearing from you!