

DUNN'S CORNER COMMUNITY CHURCH, PRESBYTERIAN

221 Post Road, Westerly, RI 02891

Job Title: Children's Ministry Coordinator

Reports to: Pastor and Christian Education Committee

Salary: \$14,500

Position Summary: Create a welcoming and safe environment for our children (age 3 through 5th Grade) to gather during the 10 am worship service, plan weekly lessons and activities, and accompany the children during the Children's Moment. Develop and deliver Vacation Bible School program and other special events as agreed (Easter, Christmas, and Halloween programming for example).

Parameters:

- 15 hours per week (more when planning and implementing VBS)
- Attend every Sunday to coordinate Children's Moment and plan coordinated Sunday School programs
- Must be able to carry a school-age child (up to 60 pounds) in case of emergency

Duties and Responsibilities:

- Keep in touch with all families with young children
- Prepare a series of appropriate children's activities, varied from week-to-week
- Attend Christian Ed Committee meetings and collaborate with Committee and Youth Ministry Coordinator on planning, recruiting volunteers and purchasing supplies
- Maintain attendance and income/expense records
- Prepare summary of activities for the Annual Report
- Prepare programs for children attending seasonally hosted Tuesday Dinners for members of the Congregation providing opportunities for intergenerational interaction.

Qualifications:

- High School diploma or equivalent. Teaching, early child education certificate a plus.
- Successful background check required.
- Must have a mature and active faith in Jesus Christ and lead by example.
- Joy in working with children and youth

Performance & Evaluation:

- Children's Ministry Coordinator reports to Pastor and Christian Education Committee
- Regular feedback sessions and performance evaluations will be conducted with the Pastor, Personnel, and Session representative to ensure alignment with church goals and growth in role responsibilities.

Closing Date: December 5th, 2025

Contact: Personnel Chair at dunnschurch@gmail.com