



First Church announces a job opening in Children's Ministry and seeks qualified candidates for the position.

### **Children's Chapel Coordinator – Position Profile**

First United Methodist Church of Evanston

#### Mission Statement

First United Methodist Church is a community of Christians inviting all people to grow in their relationship with God and to live their faith in the world.

The primary responsibility of this part-time position (5 hours weekly beginning September 5, 2021 thru May 29, 2022) is to coordinate our congregation's Children's Chapel ministry for children ages 3 through 4<sup>th</sup> grade.

#### Overview

Children's Chapel (Chapel) helps children ages 3 through 4<sup>th</sup> grade to experience the wonder of worship within a lively, child friendly setting. Chapel will focus on a variety of expressions of worship using many forms of music, art, and hands on activities. Chapel will occur during our 10:30 am worship service following our Time with Young Disciples and will be approximately 40 minutes in length. This creative and energetic worship education experience for children will model growth in their journey toward discipleship so that they can learn 'rituals' of Christian worship.

The specific areas of responsibility for the Children's Chapel Coordinator are:

- Staff Oversight - Recruit, train, schedule, and supervise Chapel teachers and volunteers.
- Curriculum - Select and/or create age-appropriate and inclusive worship education curriculum and activities.
- Communication – Manage the church's communication with Chapel children and their parents.
- Evaluation - Evaluate, assess, and revise as needed the curriculum and ministry.

- Lesson planning – Classroom preparation.
- Classroom teaching
  - Have comfort and experience teaching with an inclusion lens so that children of all backgrounds, family units and learning styles are welcomed and nurtured
  - Sundays during the 10:00 am to noon window, manage the Children’s Chapel classroom and actively teach during the approximately 40 minute Chapel time
  - May also occasionally be asked to arrive at 9:00 am to teach Sunday School

#### Reporting Relationship

The Children’s Chapel Coordinator reports to the Director of Children’s Ministry. As a member of the program staff for the church, the Coordinator will also receive feedback and guidance from the Senior Pastor. Job performance will be reviewed annually by the Director of Children’s Ministry under the guidance of the Staff Parish Relations Committee.

#### Compensation

The rate of compensation is \$15/hour. This will be paid monthly at the end of each month. Limited expenses for program costs will also be paid following approval of the Director of Children’s Ministry.

Interested candidates should submit a cover letter and resume via email to [colin@faithatfirst.com](mailto:colin@faithatfirst.com) and [david.cerra@gmail.com](mailto:david.cerra@gmail.com) with “Application – Children’s Chapel Coordinator” indicated in the subject line.