



PLAYGROUP AND CHILDREN'S MINISTRY COORDINATOR Job Description

The Position

The Tea Tree Gully Uniting Church has created a position with the title '*Playgroup and Children's Ministry Coordinator*' (PCMC). The incumbent will be a member of the TTGUC staff ministry team.

The primary purpose in creating the position is to...

1. Grow and support leadership of ministries impacting children, young people and families
2. Assist the growth of the TTGUC's core value of relational evangelism

Desired Outcomes of the Appointment

1. Effective pathways from groups with an outreach focus (eg. *Caterpillar Kids Playgroup* and *Your Time*) to the broader TTGUC family.
2. Sunday programs for children that:
 - Provide structure and effective pathways for children to transition easily from group to group.
 - Are relevant to the lives of children today.
 - Provide growth and support for volunteer leaders.
 - Nurture the spiritual growth of the children.
3. TTGUC families play a central role in the faith development of their children.
 - Support and resources are provided to better enable faith to be shared in families.
 - Families are encouraged to live out and share their faith.
 - Families are supported to create a Christ-centered environment for their children.

Job Description

1. The PCMC will...
 - Assist the leaders that are involved in children and family ministries to grow in their effectiveness of relational evangelism.
 - Encourage and support leaders through listening, facilitating training and providing positive feedback and practical help.
 - Build relationships with children, young people and their families.

2. The PCMC will be responsible for the operation of the Caterpillar Playgroup that currently meets each Monday and Wednesday morning.
3. The PCMC has the responsibility for oversight of the Sunday children's ministries programs and other children's ministry events.
4. The PCMC is expected to attend monthly Church Council and fortnightly Staff Team Meetings.
5. The PCMC will contribute to the creation of a vision and the development of programs that focus upon the development of faith within families.

Essential Skills and Knowledge

- A demonstrated commitment to the Christian faith and a desire to grow this faith
- Demonstrated skills and experience in working with and relating to children and young people
- Adherence to TTGUC's Purpose document and Faith Statement
- Demonstrated ability to make a positive contribution as part of a team
- Effective communication and interpersonal skills
- Basic computer skills in using Microsoft Windows and Office specifically Word, Power Point, Excel, email and web browsing.
- Completion of Mandatory Reporting/Child Safe training or willingness to participate in such training
- Current drivers license and own transport
- Clearance having been obtained through a Uniting Church Police Screening process.
- Current First Aid Certificate.

Desirable Skills

- Experience in operating a Playgroup
- Advanced computer skills especially in Word, Power Point, Excel, email and web browsing
- An understanding of Sunday School programs currently available including *Godly Play*
- An understanding of the nature and procedures of the Uniting Church in Australia

This Job Description was approved by Church Council on ???? 2017.



PLAYGROUP AND CHILDREN'S MINISTRY COORDINATOR Current Specific Job Tasks

Caterpillar Playgroup – Monday and Wednesday Mornings

- Praying for them
- To set up and prepare for playgroup
- To oversee the running of playgroup
- Building relationship with kids and parents/carers
- Seeking ways to connect the playgroup community with the church
- Financial recording
- Liaise with Office Manager in sending playgroup registrations to Playgroup SA
- Buying items required for the running of Playgroup. (Budgetary limits and approval process to be determined by Church Council)
- Putting money in banking bag
- To make sure parents/carers are contacted when playgroup recesses for holidays so they know when playgroup recommences
- To find craft activities suitable for young children. Sometimes these might be themed (like Mothers' Day)
- Maintain spreadsheet with contact details etc.
- Liaise with Worship Task Group regarding playgroup participation in annual Banksia Park High School Carols Service run by TTGUC
- To make sure all leaders/support personnel are police checked

Sunday Children's Program

- Praying for them
- Coordinating the ongoing discernment and support of volunteers and leaders
- Rostering of leaders taking into account their needs and skills
- Communication with leaders and parents about what is happening
- Provide support to volunteer leaders e.g. by providing programs to follow
- Inform parents/carers when Sunday School is in recess during holidays etc and when it recommences
- Making sure leaders have resources they need.
- Making sure leaders get copies of the roster.
- Being a backup to lead the program if someone can't/does not come.
- Making sure art/craft and other supplies are in stock.
- Purchasing when required
- Building relationship with kids and parents/carers.
- Printing sign in sheet each week
- Maintaining spreadsheet with contact details etc.
- Informing Church (and Church Council) of what is happening and what the needs are.

- To make sure all leaders are police checked

Christmas Shoeboxes Appeal

- To coordinate or arrange for a volunteer to coordinate the annual Christmas Shoebox Appeal
- The coordinator will...
 - Collect items and money required
 - Pre-pack items such as pencil cases and wash bags (with soap, toothbrush etc.)
 - Make sure all packaging is removed from items
 - Ask congregation for donations for shipment as well as items
 - Help children and leaders to decorate boxes
 - Make sure boxes are right size
 - Assist the children in packing boxes
 - Conduct a final check on shoeboxes to ensure they contain appropriate items
 - Take the completed boxes to the specified depot

KCO

- To coordinate or arrange for a volunteer to coordinate KCO for TTGUC
- The coordinator will...
 - Advertise through the church for leaders and children
 - Personally ask as many leaders as possible to participate
 - Collect forms AND money before the camp.
 - Make sure all leaders are police checked
 - Liaise with MRN about KCO
 - Advertise through other locations (schools etc)
 - Make sure we have cooks.

Your Time – Friday Morning Child Minding Service

- To be a support to the leaders who run the group.
- Praying for them.
- To make sure all leaders are police checked
- To provide backup support when necessary

Family Services – One Service Each School Term

- Liaise with designated worship leader and preacher regarding a child friendly service
- Try to get as many children/families involved as possible.

Other Tasks

- The PCMC can be asked to carry out any other reasonable task/s relating to the Church's ministry to children as requested by the Ministry Team