

**WESTERN PLAINS DISTRICT  
JOB DESCRIPTION  
DISTRICT CHILDREN'S COORDINATOR**

**Position Title:** District Children's Coordinator

**General Description:**

The District Children's Coordinator will provide leadership for the children of the Western Plains District of the Church of the Brethren. ("Children" will include infants thru 5<sup>th</sup> grade.) The Children's Coordinator will consult with the Nurture Commission/Congregational Resourcing Team in planning activities for the Children. There would be two activities planned for each calendar year. (District Conference weekend and the "Gathering" event in October of each year.)

**Hours:**

Hours for this position will be flexible. Time commitments will generally surround the time of planning and coordinating each event. A log of hours worked will be submitted to the District Nurture Commission/Congregational Resourcing Team following each event. (See attached for listing of suggested events with estimate of time requirements).

**Accountability:**

The Children's Coordinator will work under the supervision of and will be reportable to the District Nurture Commission/Congregational Resourcing Team. Annual performance reviews will be conducted by the Nurture Commission/Congregational Resourcing Team and notes from such reviews will be shared with the District Board Chair and the District Executive.

**Qualifications:**

1. Has had experience in direct leadership of children.
2. Is actively involved in the Church of the Brethren. (Membership preferred)
3. Has experience in organizing and management of groups.
4. Has strong oral and written communication skills.
5. Displays enthusiasm and energy for the Christian growth & development of children.
6. Minimum age of 21 years.

**Responsibilities:**

1. Plans and coordinates all District Children activities.
2. Promotes all District and National activities involving children by effectively communicating information to local church children. Keeps current listing of children coordinators/leaders in each congregation of the District.
3. Attends District Nurture Commission/Congregational Resourcing Team and District Board Meetings when requested to do so.

4. Communicates supply and equipment needs to the Nurture Commission/Congregational Resourcing Team for budget approval.
5. Recruits qualified volunteers as needed for assisting with children's activities.
6. Completes the ethics training provided by the District.
7. Reserves time for personal spiritual growth and renewal.
8. Other items not listed that may become apparent and will be requested by the Nurture Commission/Congregational Resourcing team.

PROJECTED "ESTIMATE" OF Time Requirements for CHILDREN'S COORDINATOR

<u>EVENT</u>	<u>Time spent @ Event</u>	<u>Planning</u>	<u>Projected Stipend</u>
District Conf.	15 hours	5-10 hours	\$250
Gathering Event	20 hours	20-30 hours	\$400