

**Position Title: Children's and Family Ministry Coordinator – Reston Campus**

**FLSA Status: Non-Exempt, Part-time**

**Supervisory: Yes**

**Reports to: Restoration Reston Campus Pastor**

### **Summary Description**

The primary purpose of the position is to bring the kids of Restoration Church into a closer relationship with Jesus Christ by providing fun and faith growing opportunities for kids. This position works under the direction of the Reston Campus Pastor to develop, communicate and implement kid's discipleship opportunities.

### **Responsibilities**

Following the direction and guidance of the Reston Campus Pastor, this position is responsible for the coordination, development and implementation of faith growing opportunities for kids and students. This position recruits and equips volunteer and volunteer leaders, determines requirements for, and ensures availability of facilities, supplies and equipment to support Sunday Kids' Programming. In addition this position is responsible for community events like Santa Breakfast, Trunk or Treat, Back to School Bash, Popsicles on the Playground and the Easter Festival.

Creates a sustainable and affordable structure for Sunday Kids' Programming and identifies problem areas and recommends operational policies and practices to the Reston Campus Pastor.

Manages the budget for Kid's programming and events at the Reston Campus under the guidance of the Reston Campus Pastor.

Following the direction of the Reston Campus Pastor, oversees the coordination of group life opportunities for Students. Plans and implements discipleship opportunities for kids through high school, including volunteer opportunities.

Attends all necessary meetings as directed by the Reston Campus Pastor in order to ensure that when dealing with internal affairs and making day to day management decisions that they are in-line with the Pastor's overall vision and direction of the Kids' Programming.

### **Qualifications and Aptitudes**

BA or equivalent.

Willing spirit and attentiveness to children. Experience with children. Ability to be present on Sunday mornings.

Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.

Knowledge of and connection to the Reston community.

A broad understanding of Christian principals is essential for purposes of researching and evaluating Sunday morning curriculum, to ensure clarity and strength of United Methodist values.