

Interim Children's Ministry Coordinator

First Presbyterian Church | Wichita Falls, TX

Position Overview

The Interim Children's Ministry Coordinator provides leadership and coordination for the ministry of children (ages 0–5th grade) and support to their families at FPC Wichita Falls. This role is dedicated to nurturing a Christ-centered environment where children come to know, love, and follow Jesus. The Coordinator will cultivate a ministry that fosters spiritual growth, biblical teaching, community, and service, equipping children and their families to actively participate in the life and mission of the church.

The ideal candidate is a prayerful person with a passion for discipleship, intergenerational faith formation, and outreach. We hope for someone to engage children and families in a way that reflects FPC's core values of gospel-centered worship, authentic community, and compassionate service.

This position is part-time and exempt.

Accountability

The Interim Children's Ministry Coordinator reports to and is supervised by the Senior Pastor / Head of Staff and works collaboratively with staff and volunteers.

Primary Responsibilities

Leadership

- Develop and implement a dynamic, biblically-based discipleship plan that nurtures children's spiritual growth and engagement in the faith community.
- Ensure all aspects of children's ministry reflect FPC's mission to be Christ-centered, biblically faithful, and mission-driven.
- Teach and oversee the organization, administration, and direction of children's ministry, including:
 - Sunday worship engagement (Children's Moments, worship bags/ bulletins, and other intentional involvement).

- Sunday School curriculum selection, teacher support, and discipleship.
 - Midweek programs, seasonal events, and faith milestones (e.g., baptisms, first Bibles).
 - Special events such outreach events, and family engagement opportunities.
- Encourage an intentional culture of intergenerational worship and discipleship by equipping parents as the primary faith-formers of their children.
- Provide meaningful opportunities for children and families to grow in faith together, including seasonal family discipleship events (Advent, Christmas, Lent, and Easter).
- Partner with The Learning Center (TLC) at FPC to extend outreach to families beyond the church community.
- Plan and execute two major outreach events per year to invite new families into the life of the church. These have traditionally been during Advent and around Easter (i.e., Egg hunt).

Administration and Management

- Oversee, recruit, train, and support children's ministry volunteers, ensuring they are equipped to effectively serve.
- Supervise and hire part-time worship care staff for Sundays, fostering an environment that prioritizes safety and care for children with clear process and consistency.
- Manage the children's annual ministry budget, maintaining resources that support program excellence.
- Attend weekly staff meetings, collaborate with others, and actively contribute to FPC's overall mission.
- Stay committed to ongoing professional development and ministry training in children's ministry (support provided).

Weekly Responsibilities

- Prepare Children's Bulletins for Sunday worship
- Organize and prepare lessons for upcoming Sunday School hours, coordinate with adult class volunteers
- Be available and ready to teach when needed
- Maintain and organize all children's ministry closets and supplies for effective use

Weekly Hours (Approximately 15- 20)

- 4 hours on Sundays from 8 AM - 12 PM
 - Welcome families to church, assist with needs in Sunday care room, and lead Moments with Children when needed
 - Lead Children's Sunday School program with volunteers
- Maintain 10 Regular Weekly Office Hours (times can be flexible) which include:

- Tuesday morning staff meeting at 9:30 and other scheduled meetings as assigned
 - Wednesday night child program
 - Develop a Wednesday night program for fall and spring
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Qualifications

- A growing and vibrant personal relationship with Jesus Christ, with a calling to serve in children's ministry.
 - Alignment with ECO: A Covenant Order of Evangelical Presbyterians and our Essential Tenets.
 - A passion for children and supporting families.
 - Experience working with children and an understanding of their spiritual and developmental growth.
 - Organized, good communicator, and a willingness to learn and grow
 - Ability to use technology and social media for ministry and engagement.
 - Bachelor's degree preferred, but not required
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Compensation & Benefits

- Part-time salaried position
 - Personal and professional development support.
 - Flexible and supportive work environment
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How to Apply

To apply, please submit the following:

1. A cover letter introducing yourself and sharing your passion for children's ministry. Please include a brief personal testimony and why you feel called to serve in this role.
2. A current resume highlighting your experience and qualifications.

Send application materials to info@myfirstpres.org.