

# Children's Ministries Coordinator (Part-Time, 20 Hours/Week)

Gaithersburg Presbyterian Church (PCUSA) | Gaithersburg, Maryland

## About Gaithersburg Presbyterian Church

Gaithersburg Presbyterian Church (GPC) is a vibrant and growing multi-ethnic congregation committed to helping people encounter Jesus Christ, grow in faith, and serve God's world. We are an intergenerational congregation with representation from over 30 different nationalities. We prioritize authentic relationships, meaningful worship, spiritual formation, and community engagement. We are guided by our core values as we strive to "Reflect God's Love," build a "Community of Belonging," and engage in "Service through Partnerships."

We are seeking a passionate and organized Children's Ministries Coordinator to lead ministry with children from birth through 5th grade and partner with families in nurturing lifelong faith.

## Position Summary

The Children's Ministries Coordinator provides vision, leadership, and coordination for all children's ministries at Gaithersburg Presbyterian Church. This person will cultivate a safe, welcoming, and engaging environment where children can experience God's love, grow in faith, and become active participants in the life of the church.

Working closely with church staff, volunteers, and families, the Coordinator oversees Sunday programming, special events, volunteer leadership, and family faith formation initiatives.

**Position Type:** Part-Time (20 hours/week)

**Classification:** Exempt

**Reports To:** Senior Pastor

**Location:** On-site in Gaithersburg, Maryland

**Sunday Presence Required**

## Key Responsibilities

### Children's Ministry Leadership

- Provide leadership and oversight for all children's ministry programming (birth–5th grade).
- Coordinate Sunday morning ministry throughout the programmatic year and summer months.

- Ensure classrooms are prepared, staffed, and equipped.
- Facilitate regular opportunities for children to participate in worship.
- Maintain attendance records and ministry rosters.

### **Volunteer Development**

- Recruit, train, equip, and encourage volunteer teachers and ministry leaders.
- Support and communicate regularly with volunteer teams.
- Coordinate training opportunities for Godly Play storytellers and other children's ministry volunteers.
- Foster a culture of hospitality, safety, and excellence among ministry volunteers.

### **Programs and Special Events**

- Lead the planning and implementation of Vacation Bible School (VBS), including curriculum selection, volunteer recruitment, registration, and promotion.
- Coordinate the annual Christmas Pageant in collaboration with the Music Director.
- Develop and support seasonal events and faith formation opportunities for children and families.

### **Family Engagement**

- Build meaningful relationships with families and provide ongoing support for faith formation at home.
- Coordinate the annual distribution of 2nd Grade Bibles and related parent workshops.
- Provide resources and encouragement for parents and caregivers.
- Connect families with faith formation opportunities within the congregation.

### **Administration and Collaboration**

- Evaluate and select children's ministry curriculum and educational resources.
- Assess ministry effectiveness and identify opportunities for growth.
- Manage children's ministry budget line items in collaboration with church leadership.
- Contribute content for church communications, including the website, e-newsletters, and social media.
- Coordinate procurement of ministry supplies and resources.
- Collaborate with staff, committees, and ministry teams across the congregation.
- Supervise nursery operations and ensure Safe Church compliance, including volunteer screening and background checks.

# Qualifications

## Required

- Demonstrated Christian faith and commitment to Jesus Christ.
- Passion for ministry with children and families.
- Commitment to the mission, vision, and values of Gaithersburg Presbyterian Church.
- Ability to maintain confidentiality and exercise good judgment.
- Strong organizational, communication, and relational skills.
- Ability to recruit, lead, and develop volunteers.
- Availability to work on Sundays and occasional special events.

## Preferred

- Bachelor's degree in Education, Psychology, Social Work, Ministry, Theology, or a related field.
- Experience working in children's ministry, Christian education, education, nonprofit leadership, or a related field.
- Familiarity with Presbyterian/Reformed theology and practice.
- Experience developing curriculum, coordinating volunteers, and leading ministry programs.

# Characteristics of the Ideal Candidate

The successful candidate will be:

- Deeply committed to nurturing children's faith development.
- Warm, approachable, and relational.
- Self-motivated and capable of working independently.
- Creative and adaptable.
- Collaborative and team-oriented.
- Organized and detail-oriented.
- Eager to learn, grow, and innovate in ministry.

# Compensation

Compensation is commensurate with experience and qualifications. Part-time positions are not eligible for employee benefits. Anticipated salary range: \$30,000-\$35,000

## To Apply

Interested candidates should submit:

- A cover letter that includes the following:
  - Expresses their interest in the position
  - Articulates a philosophy of ministry with children
  - Describes their personal faith journey
- A résumé.

Applications will be reviewed on a rolling basis until the position is filled.

First round interviews will be conducted virtually and will occur on Wednesdays between 12:00-2:00 p.m. and Thursdays between 7:30-9:00 p.m.

### Submit application materials to:

[jobs@gpchurch.org](mailto:jobs@gpchurch.org)

### **Gaithersburg Presbyterian Church**

610 South Frederick Avenue  
Gaithersburg, MD 20877

Gaithersburg Presbyterian Church is committed to creating a safe and welcoming environment for all children and families. Employment is contingent upon successful completion of background screening and compliance with church child protection policies.