



CM INreach Coordinator Job Description

**Aspiring to Proclaim
the Gospel,
to be a Refuge,
& to Restore
our Relationships
with God, & Others.**

Church Staff

Marv Nelson
Lead Pastor
pstrmarv@icloud.com

Michael Groop
Worship and College Pastor
mike.groop@gmail.com

Bryan Gillenwater
Youth Ministry Director
EKKO.youth@gmail.com

OPEN POSITION
Children's Ministry Director

Candy Deemer
Administrative Assistant
info@indianaalliance.com

Indiana Alliance Church
2510 Warren Rd
Indiana, PA 15701

Phone: 724.463.0862
www.indianaalliance.com

Requirements/Qualifications:

- Commitment to Jesus Christ as Savior and Lord
- Be a member of IAC or willing to become a member
- In agreement with the Vision Statement of IAC
- Have a vision and passion for children's ministries
- Demonstrated interpersonal skills with children and their parents as well as volunteers
- Have leadership experience and decision-making skills
- Ability to work with and build relationship with parents, other adults and volunteers
- Demonstrate excellence in written/verbal communication skills
- Experience in working with children and parents
- Ability to plan ahead and implement plans accordingly
- Have current criminal/child abuse checks
- Attend Annual Congregational Meeting

Responsibilities:

- The CM INreach Coordinator reports directly to the Lead Pastor
- Serves both as a CM teacher (when and where needed) as well as Coordinator
- Recruit people who agree with IAC vision statement to serve
- Seek to work for the volunteers and not see them as working for you
- Keep congregation informed of children's ministries within IAC
- Seek and maintain current educational opportunities for self-education and towards staff continuing education
- Encourage and support the children's ministry team
- Submit a budget to the Lead Pastor and board annually (worked on with OUTreach Coordinator)
- Maintain all background checks in a secure manner and ensure all volunteers are up to date
- Maintain all background checks in a secure manner (Planning Center) and ensure all volunteers are up to date (do this for OUTreach as well)
- Have a vision and passion for leading and equipping children in service for Christ.
- Seek to foster strong interpersonal relationships with children and their families.
- Work towards - in conjunction with the Pastoral Staff to enhance children's ministries and the broader ministry of IAC within the congregation and through IAC to the community.
- Provide written/verbal reports as requested
- Any other duties requested of Lead Pastor or Elder board

Ministry Areas:

- Nursery through Grade 5 during Sunday Morning
- Special needs children
- Oversight pertaining to: staffing, curriculum, education training, background checks, supplies
- Submit potential volunteer names to Lead Pastor for approval along with curriculum selection

Position Hours / Financial Package:

part-time basis 10 hours weekly
\$14 hourly