

**CHURCH OF ST. MARY OF THE LAKE**  
**4690 Bald Eagle Ave**  
**White Bear Lake, MN 55110**

- POSITION TITLE:** Coordinator of Early Childhood Ministries  
Part-time position, approximately 15 hours per week
- QUALIFICATIONS:** Educational background in child development and experience working with and ministering to toddler, pre-K, and elementary age children.  
Certification in American Red Cross Community CPR and First Aid; we will provide training if needed.
- PRIMARY FUNCTION:** The Coordinator is responsible to implement and evaluate the Wednesday Preschool and Kindergarten Faith Formation, Welcoming the Little Ones Nursery program, Vacation Bible School and Child Care Ministries.
- RESPONSIBILITIES:**
- I. ADMINISTRATION**
- A. Promote parish faith formation programs and raise awareness of this ministry within the parish.
  - B. Assure financial management within the program budget.
  - C. Assure Essential Three and VIRTUS trainings are completed by all volunteers
  - D. Attend scheduled staff meetings
  - E. Submit bulletin and audible announcements as needed and by the designated deadline
  - F. Lend support in all areas as requested by supervisor and pastor
- II. SPIRITUAL GROWTH**
- A. Engage in personal prayer, promote shared prayer and community among program volunteers and participants.
- III. WEDNESDAY PRESCHOOL/KINDERGARTEN PROGRAM**
- A. Set program calendar in collaboration with the Director of Faith Formation.
  - B. Recruit, train, direct, implement, and evaluate the use of volunteers.
  - C. Assure the teaching of the curriculum and that they have adequate supplies and materials.
  - D. Designate class groupings and space assignments.
  - E. Provide for physical safety of participants by implementing fire drills and arrival and departure procedures.
  - F. Supervise program sessions, coordinate with assistants, lead large group gatherings, as necessary.
  - G. Coordinate, implement, and evaluate events for families.
  - H. Communicate with parents through parent meetings, emails, newsletters, flyers, and parish communications – web site, bulletin
- IV. NURSERY PROGRAM – “Welcoming the Little Ones”**
- A. Design and implement program, for the 9:00 & 11:00 Masses. Four times each month September-May, second and fourth Sundays June – August.
  - B. Recruit volunteers, provide supplies and communicate scheduling requests as needed
- V. VACATION BIBLE SCHOOL**
- A. Coordinate and direct the annual August, one-week VBS program for pre-school age and elementary age children in collaboration with other Faith Formation staff and volunteers.
- VI. CHILDCARE MINISTRIES**
- A. Recruit, organize and provide materials for volunteers to help with St. Mary’s ministries needing childcare, such as: Welcoming the Little Ones, Sacrament preparation sessions and parish events.

The Coordinator of Early Childhood Ministries is supervised by the Director of Faith Formation.

Updated: 7/8/20