



## JOB DESCRIPTION

<b>DATE:</b>	November 4, 2024
<b>JOB TITLE:</b>	Making Meaning Together Project Coordinator
<b>POSITION TYPE:</b>	Full-Time
<b>REPORTS TO:</b>	Rev. Kathy Pittenger and Rev. Dr. Tanya Campen, Executive Directors
<b>DEPARTMENT:</b>	Mission Field Ministries
<b>LOCATION:</b>	Remote with occasional travel
<b>FLSA STATUS:</b>	Non-Exempt

### JOB SUMMARY:

The Making Meaning Together (MMT) Project Coordinator is responsible for ensuring the successful implementation of the grant's objectives, maintaining compliance with funding requirements, managing project contracted staff, monitoring budgets, and reporting progress to the Executive Directors and Advisory Team. The MMT Project Coordinator will act as the key point of contact between the Executive Directors, partnering churches, and project team members. Provides excellent mission field-oriented service and commitment to the Conference mission, "to make disciples of Jesus Christ for the transformation of the world."

### OBJECTIVES OF PROJECT:

- Listen to and honor children using the research methodology of Rev. Dr. Tanya Campen in *Holy Work with Children*.
- Develop leaders through intentional training and cohorts.
- Partner with churches to envision and design intergenerational worship and prayer experiences that honor children and invite them to participate fully.

### ESSENTIAL FUNCTIONS:

#### 1. Project Management

- Implement the grant proposal in collaboration with the executive directors and advisory team.
- Build and maintain strong relationships with key partners.
- Gather and share stories, resources, and best practices from partner churches.
- Communicate with executive directors, advisory team, Rio Texas and Michigan Conferences, etc.
- Complete evaluation reports.
- Work with executive directors to publish stories, research, and learnings for use by ministry leaders.
- Design celebration events for Annual Conferences in year four.

## 2. Leadership Development

- Coordinate and facilitate virtual training sessions on child development and spirituality and creating intergenerational, inclusive corporate worship experiences.
- Populate and maintain a digital platform of resources and tools for ministry leaders.

## 3. Partner with Churches

- Design and launch the application process for churches to participate in the initiative.
- Implement the idea design process with partner churches.

## 4. Cohort Development and Management

- Create and manage cohorts of church leaders.
- Design and implement facilitation process.

## 5. Budget Management

- Oversee the project's financial management, including tracking expenses.
- Collaborate with the executive directors to ensure proper allocation of resources and timely financial reporting.
- Oversee seed money tracking for partner churches.

### **MINIMUM QUALIFICATIONS:**

**Education:** Master's degree with specialization in the areas of children's ministry, Christian Education, worship arts, or related fields. Exceptional experience will also be considered.

### **Experience:**

- Experienced in working with children and family ministries.
- Experienced with facilitating and leading virtual trainings.
- Networking and building relationships with people in a variety of fields.
- Leading and facilitating online meetings.

### **Skills:**

- Self-motivated and able to work autonomously.
- Must work well on a team and be collaborative.
- Proven ability to lead and manage multidisciplinary teams.
- Strong understanding of budgeting, grant compliance, and financial reporting.
- Excellent communication, interpersonal, and organizational skills.
- Ability to manage multiple priorities and meet deadlines.
- Proficiency with Google, Zoom, and Microsoft Office Suite.

### **Preferred Qualifications:**

- Experience with Basecamp.
- Understand or be willing to learn and engage with both conferences' unique contexts.

**Salary Range:** This is a full-time position (up to 40 hours/week, US-based) with a starting salary range of \$55,000 - \$62,000 and benefits available. Frequent travel expected. This position has no supervisory responsibilities.

### **Application Process:**

Please submit a cover letter, resume, and list of references to [mmtcollab@gmail.com](mailto:mmtcollab@gmail.com) by **November 15, 2024**.

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description. The purpose of a **job description** is to outline the essential functions unique to a particular job within a specific department. Job descriptions are used to recruit, train, and evaluate employees. The United Methodist Río Texas Conference is an "at-will" employer. Neither this job description nor any other oral or written representations may be considered a contract for any specific period of time. This means that the United Methodist Río Texas Conference or its employees may terminate an employment relationship at any time, for any reason.*



## Job Posting:

### **Making Meaning Together Project Coordinator**

The Rio Texas and Michigan Conferences of The United Methodist Church are partnering and collaborating on a grant-funded four-year project centered around nurturing children in worship and prayer. While our organizations are hundreds of miles apart, we share a common goal of partnering with churches to nurture the spiritual lives of children through worship and prayer. We seek to hire a full-time (US-based) Project Director for the four-year grant. Start date of January 1, 2025, with a salary range of \$55,000 - \$62,000 plus benefits available.

#### About our project:

The Making Meaning Together (MMT) project aims to develop and support ministry leaders and their congregations toward a high view of children that inspires faithful and inclusive worship and prayer practices in their unique contexts. Our goal is to shift how adults (including clergy) think about and interact with, relate to, and include children in worship. We want to strengthen and enhance worship and prayer practices so that children are valued, respected, and invited to fully participate in worship. To achieve this, we will:

- Listen to and honor children using the research methodology of Rev. Dr. Tanya Campen in *Holy Work with Children*.
- Develop leaders through intentional training and cohorts.
- Partner with churches to envision and design intergenerational worship and prayer experiences that honor children and invite them to participate fully.

#### What we are looking for in a Project Coordinator:

- Strong commitment to personal Christian faith and active participation in worship.
- Demonstrates a collaborative spirit and is team-oriented.
- Values children as full participants in a faith community.
- Lead and work autonomously and be a self-starter.
- Knowledge of child development and experience in leading worship and local church ministry.
- Skilled in managing multiple priorities, resources, and deadlines with strong organizational skills.
- Experienced in leading and managing teams and leaders.
- Detail-oriented in project implementation while maintaining a clear vision of the overall goals.
- Strong communication skills, written and oral, in-person and virtual.
- Available to work from a remote (home) office, travel at least three times a year, and be proficient with video conferencing.
- Understanding of The United Methodist Church.
- Proficiency with Google, Microsoft Office Suite, and project management software.
- Master's degree with specialization in the areas of children's ministry, Christian Education, worship arts, or related fields. Exceptional experience will also be considered.

Learn more about the position [here](#) or submit a cover letter, resume, and list of references to [mtcollab@gmail.com](mailto:mtcollab@gmail.com) by November 15, 2024.