



Job Description and Qualifications

Job Title:	Children's Ministry Coordinator
Department:	Children's Ministries
Position Schedule:	Part-Time up to 25 hours per week (Sunday through Thursday, but flexible based on needs)
Position Status:	Hourly, eligible for overtime
Reports to:	Director of Children's Ministries
Supervises:	None
Wage:	\$22.00-25.00/hour

PURPOSE

To partner with the Director of Children's Ministries in creating welcoming, organized, and spiritually engaging environments that help children grow as disciples of Jesus by supporting ministry operations, volunteer teams, and family engagement.

PRIMARY DUTIES

Ministry/Teaching:

- Assist the Director in implementing ministry initiatives, evaluating ministry effectiveness, and improving ministry systems that support discipleship and family engagement
- Serve as a visible ministry leader during Sunday programming by welcoming families, supporting volunteers, assisting classrooms as needed, and helping create a safe, engaging environment for children.
- Build PowerPoints for teaching and leading all Children's Ministries programs.
- Partner with the Director to prepare curriculum and teaching resources that equip volunteers to effectively disciple children.

Hospitality for Family and Visitor Relations:

- Partner with the Director of Children's Ministries to cultivate a welcoming and connected environment for new and existing families, helping families take meaningful next steps in discipleship and involvement.
- Reach out to families who have been missed to provide connection, support, and next steps.

Administrative and Recordkeeping Support:

- Recruits and schedules needed volunteers for programs.
- Maintain an excellent system of organization of all Children's Ministries records and correspondence.
- Provide bags for special family services like Christmas and Easter
- Assist the director in providing volunteer hospitality support cards, words of encouragement, and make them aware of team huddles.

- Partner with Director to plan and execute children's programming and events that support the spiritual formation of children and families.
- Coordinate program supplies and place supply orders for departments and staff as needed.
- Assist the director in recruiting volunteers and help them to integrate into the larger team.

EDUCATION AND EXPERIENCE

- High School graduate. Associate degree or supplemental training in advanced office skills preferred
- At least one (1) year of experience in administrative support work.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to manage multiple tasks with competing deadlines simultaneously. Ability to handle distractions and interruptions effectively complete duties and assignments with considerable accuracy and timeliness.
- Knowledge of Children's Ministry education models and practices preferred.
- Excellent verbal communication skills and ability to establish rapport with parents, children and staff members.
- Work amicably in conjunction with other Children's Ministry staff and the greater church staff by performing other duties as assigned.
- Ability to maintain confidentiality.
- Ability to recruit volunteers and help them to integrate into the larger team.

All employees are required to pass a criminal background check prior to start of employment.

All employees must understand that they are a part of a Christian church and that their employment is a God ordained vocation. In this regard, employees must fully support and live consistently and in accordance with any **Statement of Faith** and **Christian standards of living** as set forth in the church's employee handbook.