

JOB DESCRIPTION
CHILDREN'S MINISTRY COORDINATOR
Campus: Town Center



Ministry Area: Children's Ministry

Ministry Position: Coordinator

Time commitment: 20 hours/week; salary, non-exempt status

Reports to: David Black, Campus Pastor

Position Overview

The Children's Ministry Coordinator serves to support the Children's Ministry of Grace Church, Town Center Campus by overseeing volunteers and function that is needed for a safe, fun, and purposeful family environment.

Essential Job Function

- Understand the vision and objectives of the children's curriculum of Grace Church.
- Attend a weekly staff meeting.
- Cast vision and develop processes to steer children's ministry through the next stages of growth
- Provide weekly lesson material in advance to volunteers and ensure they have the resources needed for a successful weekend.
- Oversee and manage a master schedule of volunteers and maintain a children's volunteer handbook compliant with necessary state and local ordinances.
- Monitor and maintain supply levels for our children's environments (snacks, craft supplies, diapers, etc.)
- See to it that volunteers are properly trained in areas pertaining but not limited to: child safety, biblical children's education, and program development.
- Create a safe, secure, and welcoming Sunday experience for parents and guests in conjunction with other staff and teams.

Spiritual Life

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Has a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

General Requirements

- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Have attended or is in the process of attending the campus introduction classes.

- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always being concerned about the spiritual welfare of others.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Has a heart focused on ministry, not just a job.
- Is able to keep confidences and work within a team environment.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Must be willing to perform other duties as required in a spirit of servitude.

Measured by

- 30/60/90 day new hire review by Campus Pastor.
- Annual Review by Campus Pastor
- Input from staff and volunteers.