

Children's Ministry Coordinator

Job Description

2017-2018

Position: Children's Ministry Coordinator

Reports To: Children's Ministry Pastor

Works With: Children's Ministry Pastor, Children's Ministry Administrator, Elementary Ministry Associate, Children's Ministry Preschool Associate and Disabilities team

Hours: 8 hrs/wk

Position Summary: To provide coordination and leadership to the Saturday Night Children's Ministry and early (8am) Sunday morning Children's Ministry volunteer teams.

Primary Duties and Responsibilities:

- Work alongside Children's Ministry Director to implement an alive and thriving Children's Ministry for the Sat pm service and early Sunday am services
- Review and make necessary modifications to the curriculum to best suit the Sat pm and early Sun am Children's Ministry classes for birth through 5th grade
- Proactive coordination and management of volunteers schedules
- Equip and empower volunteers to carry out the ministry for the Sat pm and Sun am services
- Work with disabilities ministry to integrate children with disabilities into the ministry
- Ensure that policies and procedures are being followed by volunteers
- Assist Children's Ministry team with recruiting of volunteers for the Sat pm and early Sun am services
- Be available during the Sat pm and early Sunday am Children's Ministry services to troubleshoot any issues and to meet and greet new families

Qualifications:

- Vibrant relationship with Jesus and love for the church
- Spiritually mature individual who can work independently as well as collaboratively with the CM team
- Teachable, self-motivated, optimistic/hopeful personality with the ability to work closely with ministry pastor and other ministry teams in unity and Presence based leadership
- Understanding and passion for ministering to children
- Commitment and support of Grace Fellowship's Mission, Doctrine and Leadership
- Proficient in use of technology including Microsoft Word and Outlook
- Desire and ability to encourage greater unity and interaction amongst people from multi-cultural ethnic and economic backgrounds

Working Hours and Conditions:

Business hours / exceptions

This position is 8 hrs/week. Saturday pm 4pm-6:30pm and Sunday 7:15am-9:15am. Weekday work days/hours are somewhat flexible. Extra evening or weekend hours are expected for meetings with

volunteers occasionally. Overtime from special events, holidays or seasonal fluctuations to be compensated by time off.

Working environment

Works in an open or office setting in the GFC office suite with desk, computer, phone and files close by.

Travel requirements and expectations

Occasional one day offsite staff meetings, several times a year.

Other GFC All-Staff Expectations: (What is expected of me at work?)

- Attend weekly all-staff meetings (Thursday mornings – approx. 1.5 hr)
- Use Outlook software to integrate work schedule, reply to meeting requests, etc.
- Respond to voicemail requests within 24 hours
- Attend one worship service weekly
- Participate in several mandatory “All Hands on Deck” events:
 - GFC “Home” Decorating Party for Christmas (Nov/Dec – 6 hrs)
 - Take down decorations party (Early January – 4 Hrs)
 - Christmas Eve Services
 - Easter Services
- At weekend services, save parking spaces closest to facility for guests & members

Salary:

Varies based on experience and capability. To be discussed in hiring process.

I have read and understood this job description.

Employee Signature: _____ Date: _____