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**TITLE OF POSITION:** Children's Ministry Coordinator

**REPORTS TO:** Lead Pastor

**POSITION TYPE:** Part-Time (25 hours)

**PURPOSE OF THE POSITION:** To lead and equip leaders and ministry team members to lead a discipleship-oriented ministry that supports, partners with and assists parents in discipling their children.

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**QUALIFICATIONS:**

- Spiritually mature: models the lifestyle of a passionate, maturing follower of Jesus
- Enthusiastically embraces God's vision for Bay Area Community Church, soon to be Eastpoint Church
- Strong organizational skills
- The ability to push the ball across the finish line (a finisher)
- Reliable, hard worker who can handle multiple projects at once
- The ability to inspire and mobilize people toward a common mission
- Self-starter who shows initiative and innovation skills
- Ability to prioritize and to be flexible as projects and their importance shift
- Team player who works well with various personalities and has consistent positive influence within the team
- Teachable, coachable, and approachable

## **RESPONSIBILITIES:**

### **Sunday Responsibilities:**

- Ensures Sunday environments are safe and prepared for volunteers and children:
  - Open rooms
  - Set up check-in stations
  - Setup large group space(s)
  - Ensure rooms are safe, clean and ready for children
  - Ensures all areas are clean and safe at the end of each Sunday
- Manages children gathering
  - Ensures volunteers report to assigned rooms on time
  - Oversees all volunteers to ensure policies and procedures are being implemented appropriately
  - Manages child-to-volunteer ratios
- Identifies, equips, and empowers new team members in order to build a growing Children's Ministry Team
  - Organized Leader Huddles
  - Ensures volunteers obtain and have read Volunteer Handbook
  - On-the-job training
  - Ensures all volunteers have completed all forms before serving
  - Recruits for all open positions within preschool and elementary
- Steps in on child discipline issues as needed

### **Weekday Responsibilities:**

- Oversees, edits, and preps curriculum for large and small groups
  - Prep includes but is not limited to printing, copying, cutting and buying supplies for Sunday
  - Works to be one month ahead with prep
- Recruits, trains, coordinates, and manages volunteers for specific Sundays and Gatherings
- Work with the Campus Coordinator to follow-up with new families.
- Keeps all forms and relevant webpages up-to-date
- Works with Campus Pastor and central services to maintain physical appearance and safety of environment

- Attends and engages in staff meetings weekly
- Sets annual goals to develop the ministry
- Manages the ministry calendar and budget
- Support “all play” church-wide special events
- Communicates weekly with parents and team members regarding vision, strategy, and all pertinent ministry info

### **CULTURAL FIT:**

The kind of person that would thrive here...

- enjoys working on a team, collaborating, and adding value to others.
- naturally equips others and sets ministry in motion preferring to be an initiator rather than an implementor
- willingly engages in constructive conflict in order to make great decisions.
- serves with joy, consistently remembering the privilege it is to do ministry.
- communicates well and follows through on responsibilities.
- enjoys overcoming challenges and finding creative solutions.
- thinks “why” before “what,” sharing our obsession with intentionality.
- consistently learns and grows.
- enjoys an extremely relational ministry culture.