
Children's Ministry Coordinator

Status: 15 hours a week

Classification: Site Staff

Working Days: Varies

Context

Community Church exists to create a community where ALL people can connect to God's story.

Role

The Children's Ministry Coordinator provides organizational leadership for the children's ministry at our Greensburg campus and reports directly to the Campus Pastor.

Requirements

- Exemplify the leadership qualities listed in 1 Timothy 3:1-7 and Galatians 5:22-23
- Fully aligned with the message, mission and ministry strategy of Community Church
- Spiritual maturity to support the growth of a vibrant children's ministry
- Excellent organizational and relational skills with a track record of developing volunteer leaders and teams
- Strong computer skills with Apple products preferred

Responsibilities

- Give oversight to all aspects of the children's ministries operations at a site
- Develop a team of coaches and small group leaders to ensure all regularly attending children are assigned to and involved in a healthy Sunday experience
- Oversee all aspects of volunteer management including recruitment, training, schedules and support
- Ensure all volunteer security clearances are complete and up to date
- Maintain an inviting, well organized, properly stocked environment
- Maintain and coordinate our registration and volunteer databases
- Provides primary point leadership for the team throughout Sunday morning services
- Represent the needs and concerns of the site's Children's ministry and the site on the Children's Ministry leadership team and the site's Coordinators team by attending relevant meetings and ensuring regular communication
- Ensure the thorough implementation of the curriculum
- Attend required meetings

Role Expectations:

- Consistently complete duties and responsibilities in a timely way
- Maintain a positive relational stance on all fronts
- Remain within budgets associated with this position
- Achieve goals for this position as it relates to our shared mission
- Contribute to a positive and effective staff team dynamic
- Effectively problem solve within the scope of this role
- Ongoing improvements and innovations within the scope of this role

Time Allocation:

Priorities based on an average work time of approximately 15 hours per week:

Sunday mornings	4 hours
Meetings (Staff meetings, one on one meetings, volunteer meetings)	3 hours
Administration, prep, email, phone calls and planning	8 hours

Hour allocation is strictly an approximation and should be used as a guide for time management. Some weeks will involve more hours while others will prove to be lighter.