

Faithbridge Church

Position Description

Position Assignment:

- Title: Kids Ministry Coordinator
- Recruited By: Kids Ministry Director
- Staff Grade: Part-time (20-25 hrs/wk), Non-exempt
- Accountability: Reports to Kids Ministry Director
- Ministry/Dept.: Kids Ministry

Purpose: The Kids Ministry Coordinator is part of a team that provides ministry to families and children both online and in person.

Duties and Responsibilities:

1. Help recruit, discover, train, schedule and support the people who serve the kids.
2. Serve as a leader in Kids Ministry supporting all existing and upcoming kids ministry events.
3. Help plan Kids Ministry online and in person curriculum and content.
4. Assist with Kids Ministry event planning- including but not limited to Fall Festival, VBS, baptism celebrations, training events.
5. Assist in creation of and preparation of training materials for volunteers.
6. Support and participate in all church wide events such as Fall Festival, VBS, Christmas Eve, Easter and other events which may be added in the future.
7. Assist with Kids Ministry event planning- including but not limited to Fall Festival, VBS, baptism celebrations, training events
8. Be on-site for the majority of Sunday services
9. This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor

Organization Relationship:

This position shall be directly accountable to the Kids Ministry Director or his/her designee and through the Kids Ministry Director to the Senior Pastor. This position will have contact with church attendees, paid staff, and with outside vendors.

Working Conditions:

Position is approximately 20-25 hours per week. Work may be done off-campus for scheduling and preparation, and on-campus during Sunday service times or when events take place.

Needed Attributes:

Strong interpersonal skills, keen initiative, detail oriented, good organizational skills, ability to use discernment in making decisions, creative thinking, teaching gifts, and a team player. Spiritual gifts of, creativity, leadership, and exhortation are helpful.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee's Signature

Date

Print Name