

Position Title: Kids Ministry Coordinator
Position Type: Full Time / Salaried / Exempt
Ministry: Kids Ministry
Reports To: Kids Ministry Pastor



Purpose of Role:

The full-time Kids Coordinator deployed to Parker coordinates and assists with all Journey Kids Ministry programming for kids ages birth-5th grade and their families to help fulfill the mission of Journey Church.

Primary Tasks

- On-site for all Sunday Kids Ministry programming. Assists with the coordination and spiritual development of all Journey Kids participants.
- Collaborates with the Kids Ministry Team to ensure the culture of the Kids Ministry is healthy, fun, Biblically sound, and life-giving for all participants.
- Coordinates with the Kids Team to prepare and implement weekly Kids Ministry programming and curriculum.
- Responsible for recruiting, onboarding, equipping, and training all Kids Serve Team Members

Duties & Responsibilities:

- Assists Kids Serve Team Leaders on Sundays with lessons or support. Sends the service outline to serve team members weekly, ensuring the Large Group Leaders are equipped to teach, pray, and share the gospel. Steps in to teach or assist in classes as needed.
- Facilitates the weekly and monthly scheduling of Ministry Serve Team Members. Oversees the check-in area for Kids Serve Team Members and families checking in weekly.
- Maintains an accurate inventory of equipment and supplies. Cleans toys and supplies regularly in the classroom. Orders and maintains kids' supplies for the location.
- Assists the Set-Up and Tear-Down Team of all kids' classrooms.
- Will train in all areas of the Kids Ministry; observe, assist, and/or take a leadership role in any position as needed for further professional development.
- Assists with planning, preparing, and attending all Kids Ministry events, camps, and activities outside our regular Sunday programming and assists with needed responsibilities.
- Regularly pray for kids and their families and communicate regularly with them (send letters, attend kids' games/events, school lunches as available).

- Proactive each week in building relationships with kids and their families and personally interacting with them on an ongoing discipleship basis. Seeks parent partnerships.
- Connect with new families and kids and follow up with the appropriate engagement process.
- Works closely with the Parker Staff Team, providing weekly collaborative oversight of Sunday services, and participates in all special events, including community outreaches.
- Maintains all Journey Church security practices, procedures and safety policies for the well-being of all children, Serve Team Members, and staff.
- Attends church All Staff meetings and other weekly Kids Team, Family Team, and Parker Staff meetings.
- Prays regularly for the church and its people and models spiritual vitality and accountability.
- All other duties as assigned.

Supervisory Responsibilities:

- None.

Required Skills & Abilities:

- Proven track record of effective time management.
- Comfortable and friendly when contacting people (over the phone and in person).
- Excellent verbal and interpersonal skills.
- Proficiency in Mac OS and Google Docs. Ability to learn and use CCB software.
- Proficiency in problem-solving and the ability to handle multiple projects/tasks effectively.
- Strong organizational skills.
- Team player who has excellent written and verbal communication skills and is mission-driven.

Education & Experience:

- Demonstrated experience working with children in a church or similar setting.
- A firm foundation in Christian principles, as described in 1 Timothy 3:2-7.
- Experience in planning and executing children's programs or events.

Physical Requirements:

- Standard office setting with occasional activities related to church events or ministry programs.
- Must be able to lift and transport supplies and be mobile to interact with children during events.

Ministerial Requirements:

- Personal deep love for God and dedication to the church's mission.
- Regularly prays for the church community and exemplifies spiritual vitality.
- Supports and upholds the mission of Journey Church.
- Demonstrates a servant's attitude and dedication to God's calling.

Signatures - This job description has been approved by:

Employee: _____

Date: _____

Manager: _____

Date: _____