

Eastside Church Ministry Position Description

Position Title: Children's Ministry Coordinator
Reports To: Lead Pastor
Position Status: Part-Time, Non-exempt
Hours: Variable, not to exceed an average of 29 hours a week
Date Prepared/Revised: July 29, 2021

Position Summary

The Children's Ministry Coordinator is responsible for the children's ministry of Eastside Church, including faith development, safety, and discipleship. Eastside's Children's Ministry exists to love, nurture, and train children in grades K-5, with the Good News of Jesus Christ. This involves creating a loving, inviting, and safe experience for children on Sunday mornings and during other special events scheduled for children and their families. Under Staff direction, and with the help of volunteers, Eastside Children's Ministry builds trusting relationships with children and their families through Bible-based activities that encourage: prayer; faith in God and His promises; belief in and acceptance of Jesus as Savior; and cooperation with the Holy Spirit in living and treating others as He wants us all to do. Eastside Children's Ministry encourages children to recognize and use their God-given gifts and to share the Good News with others. The team collaborates with other Eastside ministry teams for larger church events and neighborhood outreach.

Qualifications

- Possesses an authentic faith in Jesus Christ and relies upon Him for all wisdom, guidance, and direction.
 - Is passionate about partnering with parents in their children's discipleship journey.
 - Paid or volunteer experience in children's ministry.
 - Is an equipper who is able to work with all kinds of people, easy to approach, warm, strong enough to confront in love, able to handle multiple tasks and the stress of leadership.
 - Possesses excellent verbal and written communication skills.
 - Proven ministry skills and experience are optimal.
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Essential Functions

- Provide a warm, welcoming, and friendly learning environment for children and their families.
- Acquire or develop theologically aligned and developmentally appropriate Children's Ministry resources and curriculum.
- Recruit, train, and coordinate Children's Ministry volunteers, and meet with them regularly to equip and encourage.
- Ensure staff and volunteer compliance with Eastside Church's Child Protection Manual and other governing documents.
- Develop and implement any additional sanitation, safety, and protection protocols.
- Communicate the needs of the children's program to the congregation and church leadership.
- Organize, set up, and stock classrooms with teaching materials, supplies, and snacks.
- Coordinate and provide leadership in developing and implementing outreach ministries focused on children's activities.
- Provide or suggest resources for parents that will assist them in discipling their children.
- Assist in adult worship services as needed or requested.

- Meet with the Lead Pastor as needed or requested.
- Serve in other duties as assigned.

Physical demands and work environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to talk or hear. The employee is frequently required to stand for extended periods of time; walk, use hands to finger, handle, or feel; and reach with hands and arms. The employee is required to perform repetitive tasks requiring fine motor skills, such as typing and using a computer mouse.

This position operates in an office environment. The noise level in the work environment is usually minimal. This role routinely uses standard office equipment such as computers, phones, and photocopiers. This role also operates in event environments, such as a Worship Room, classroom, etc. The noise level in these environments may be moderate to high.

>>>To apply, please submit cover letter and resume to admin@eastsidechurchwmbg.org with the subject, "Children's Ministry Coordinator." >>>