



Kids Ministry Coordinator

Position Description: The coordinator reports to the Discipleship Pastor and will encourage all children in the congregation and community to grow in faith as Christian disciples. The children's ministry coordinator is responsible to provide leadership and vision to the Wednesday night children's program for kindergarten through sixth grade. The coordinator's position is to carry out the ministry set forth by the pastors. He or she is expected to contribute to the team spirit of the staff and volunteers through fellowship, encouragement, cooperation, prayer support, and other appropriate ways, as he/ she serves the Lord Jesus Christ and New Beginnings Fellowship Church. The coordinator will work with the pastors, teachers, check in, and the food crew to address the needs of children so that all God's children can grow in strength and wisdom.

Responsibilities:

1. Communicates to parents, kids, volunteers, and the church about plans and scheduling. This could be through (but not limited to) email, text, and social media.
2. Be the Wednesday night hall monitor for wondering students.
3. Be available to solve problems that may arise as Wednesday night unfolds.
4. Help with logistics on Wednesday nights: ensure TV's are on, lights on, presentations are ready, food crew in place, check in place. Address any last minute shortages on volunteers or supplies.
5. Helps identify potential new volunteers and recommend them to the Discipleship Pastor
6. Informs the discipleship pastor of any issues or concerns that may have happened or any potential problems that may be on the horizon.
7. Work with the check in station to ensure all students are checked in and help manage release so that all students are safely released in the proper fashion.
8. Ensure that proper policies and procedures are followed.
9. Work with discipleship pastor on scheduling and logistical planning for all ministries and special events.
10. Informs Ministry Coordinator & Administrative Assistant of any needs or supplies that would be needed in advance of anticipated need.

11. Work with Discipleship Pastor to develop and work within the Children's ministry budget
12. Commits to attending training events and team building activities when offered.
13. Shows care and concern for the youth outside the classroom setting through such things as phone calls, follow-ups, birthday acknowledgements, etc.
14. Sets an example for youth as being a faithful follower of Christ through regular worship attendance at NBFC, personal devotional time, and Christ-like behavior.
15. Submits to undergoing and passing a background check.
16. Promises to have FUN!!!

Time Commitment: About 4-6 hours each week