



PART-TIME CHILDREN'S MINISTRY COORDINATOR

JOB DESCRIPTION

ACCOUNTABLE TO: ASSOCIATE PASTOR TO CHILDREN

OVERVIEW:

- » Partner with the Associate Pastor to Children to provide a ministry environment that is safe, nurturing, and conducive to creative learning.

NON-NEGOTIABLE QUALIFICATIONS:

- » Born-again believer (John 3:3)
- » Committed to "walking in a manner worthy of his calling" (Ephesians 4:1) in all circumstances. Exhibiting integrity, honesty, purity, etc.
- » Lives life as one who loves God and loves his neighbor (Matthew 22:36-40).
- » Exhibits both administrative as well as interpersonal maturity.
- » Possesses the over-arching vision of Trinity Bible Church and works as a vital team member to carry out such vision.
- » Passionate about helping children discover Jesus as Savior and leading them to become fully devoted followers of Jesus Christ.
- » Has a proven track record of confirmed giftedness / ability in the areas of shepherding, leadership, teaching and evangelism.
- » Demonstrates ability as a self-leader, leader of individuals, and leader of teams.
- » Committed to a high work ethic and the demands associated with ministry.
- » Has a servant heart and sees ministry as a calling and not a job.

POSITION EXPECTATIONS:

WEEKLY:

- » Send weekly reminder email to all Sunday volunteers including weekly curriculum plans.
- » Purchase supplies needed for weekly curriculum.
- » Create/print lessons for Wednesday TK Jr Worship.
- » Purchase/gather supplies needed for TK Jr Worship.
- » Prep and disperse supplies for each classroom on Sunday mornings.
- » Locate substitute teachers to replace volunteers unable to serve on Sundays.
- » Oversee Sunday mornings at 8:30, 9:45, and 11:00 (ex., troubleshoot/help issues that arise in preschool area (discipline, crying children, emergencies, supplies, teacher questions, Shut down preschool rooms/ indoor playground each Sunday after church, etc.).
- » Submit requisition forms for all receipts/purchases.



BI-MONTHLY/MONTHLY:

- » Attend Family Ministry Team meetings.
- » Attend monthly All-Staff meetings.
- » Create/print a monthly calendar of Sunday preschool volunteers.
- » Create monthly calendar of childcare events for childcare workers.
- » Make family placemats of the month for parents to take home.
- » Write birthday cards to each child having a birthday that month.
- » Graduate birthday children to the correct group via church teams.

AS NEEDED:

- » Preschool Playdays (Fall and Spring); Books with Buddies (Summer).
- » Report classroom maintenance issues to facilities staff.
- » Maintain supply levels (cleaning/snacks/labels/crafts).
- » Help plan/coordinate events including Jam Camp (preschool portion), Camp in the City, Christmas Party.

CHILDCARE EVENTS:

- » Frequently collaborate with pastors (connection, family, outreach, women's) to keep up to date on events needing childcare.
- » Create/print lesson for Wednesday morning childcare.
- » Arrange childcare for Wednesday evening childcare/TK Jr Worship.
- » Arrange childcare for Wednesday morning Bible studies.
- » Split group of children into small manageable groups with correct adult:child ratios.
- » Email parents prior to event to remind them of anything extra needed (specific clothing/locations/food necessary).
- » Create/print check-in rosters for parents.
- » Set up rooms with food/extra activities as needed (supplement the rooms especially when there are older children attending).
- » Print updated payroll form for childcare workers.
- » Submit payroll forms for childcare workers.