Job Description
Children’s Ministry Coordinator at Meadowview Baptist Church

The Children’s Ministry Coordinator oversees all children’s ministries (i.e., Awana, Children’s Sunday School, Kids for Christ Mission Projects, and Children’s Church) reaching children ages birth to 5th grade. This ministry position includes oversight to paid workers and volunteers serving in our preschool and nursery areas with the sole purpose of leading all children to a foundational authentic relationship with Jesus Christ.

Classification
Part-time position approximately 30 hours per week Salary: Compensation is based on education, training and experience. Compensation includes 1 week vacation per year after the first 6 months of employment and 2 weeks annually after three years of employment.

Working Condition
• Work at church as well as other sites (i.e. camp, mission trips, etc.)
• Work church services, additional planning hours, office, and event planning hours

Education and Experience
• Must have a minimum of a BS or BA degree or equivalent experience of 4+ years
• Must have a minimum of 2 years experience working with children

Requirements
• Must be a born-again believer and follower of Christ
• Must possess sound beliefs and doctrine, moral character beyond reproach, and godliness in conduct.
• Must possess the ability to make decisions, have vision, passion, as well as be creative and energetic.
• Competent in leadership abilities to include organization, delegation, administration and interpersonal relationships.
• Ability to work well with parents, volunteers, church staff and children
• Must have effective oral and written communication skills, as well as ability to interact with many different individuals in a professional manner.
• Must be Self-motivated with a teaming approach including the ability to motivate volunteers through common sense and strong negotiation skills.
• Strong problem solving skills and ability to handle stress well.
• Demonstrates the ability to recruit and coordinate volunteers.
• Must be familiar with various computer software packages, including Microsoft Word, PowerPoint, Outlook, Excel and Social Media.

Duties and Responsibilities
The Coordinator of Children’s Ministry, with input from Pastoral staff and Elders, will oversee the ministries developed for the children of Meadowview Baptist Church and its community including Sunday mornings and evenings, Wednesday nights, summer programming, special events, etc. This will include birth through 5th grade including, but not limited to, the following duties:

• Develop and implement a comprehensive program of Christian development and education for children beginning at birth and continuing through grade 5.
• Develop ministries that are creative, exciting, innovative and relevant to the children and families of the church.
• Work for the Pastors and Elders and with the Administrative Office Manager in setting policies and procedures for the children’s ministry.
• Work with ministry leadership to recruit leaders and volunteers for ministry positions in the children’s ministries to include Sunday School, Nursery Leaders, Awana, Patch Club, VBS, Children’s Camp, Kids for Christ Mission Projects and other ministries as they are identified and developed.
• Lead in the evaluation of the Children’s ministry on an annual basis with all Children’s ministry leaders and senior church staff.
• Along with Pastors, provide leadership and shepherding for children’s ministry leaders and volunteers.
• Create a safe, positive, nurturing and age-appropriate learning environment for every child.
• In coordination with the administrative staff, help facilitate the safety process (applications, background checks, etc.) for the recruitment of leaders and volunteers.
• Partner with parents in the ongoing task of raising children to know and serve the Lord.
• Work with the Pastors and Elders to conduct and/or plan training opportunities for Children's ministry leaders and volunteers.
• Evaluate age appropriate program materials, equipment, supplies, and space for children’s ministry.
• Work with Pastors, Elders and the Administrative Office Manager to develop an annual budget and manage funds for the fiscal year.
• Conduct systematic and periodic safety and cleanliness inspections of all spaces and equipment.
• Assist with the maintenance and scheduling of church facilities for Children’s ministry.
• Serve as a resource and liaison for parents.
• Attend church staff meetings with church pastors and meet regularly with children's ministry leaders and volunteers.
• Attend requested meetings with Personnel Committee.
• Performs other related duties and responsibilities assigned by the Church Pastors and Elders as appropriate.

Work Relationships
• Performs under the general supervision of the Lead Pastor and Elders.
• Accountable to and evaluated by Elders.
• Maintains good working relationships with the Church staff and volunteers.
• Coordinates closely with the Church staff to accomplish all facility administrative requirements related to Children’s ministry.