



Position Title: Emmanuel Kids Ministry Coordinator

Available as a part-time staff position or a ministry internship – average 10 hours/week

Description: The Kids Ministry Coordinator at Emmanuel is a brand-new staff position at the church, and we are seeking a passionate and caring individual who will help our community best love and support children and their families on Sunday mornings and throughout the week. The Coordinator will initially work with staff and volunteers to design and equip two new children's ministry rooms in the building (a room for infants and nursing mothers, and a larger space for older kids). Once the spaces are prepared, the Coordinator will focus on building relationships with families to learn their unique dreams and needs, and will then work with the pastor to design a simple Sunday morning ministry that will provide competent care and an opportunity for kids of all ages to learn more about Jesus. The Coordinator will be personally engaged in Sunday morning ministry with our kids, and will reach out to encourage and support families throughout the week. Emmanuel is a small family-like church, and the majority of our kids are currently in the infant or toddler stage, so this role will likely involve more care for younger kids at first, and the Coordinator will help us to grow and expand our offerings as the needs of the community develop and change over time.

Reports to: Senior Pastor

Areas of Responsibility

Working alongside the Pastor, staff, and volunteer ministry team, the Kids Ministry Coordinator will focus on:

- *Getting to know the needs of our families and kids*
 - Especially in the early stages of this role, spend time building relationships with families and kids, learning their hopes and expectations for what the kid's ministry at Emmanuel can be for them.
 - After a Sunday program has been established, continue to spend time each week reaching out to support and encourage families. Develop opportunities for family and child connection outside of Sunday service times, as there is interest or need.
 - Get to know the Emmanuel Kids Ministry Team, a group of talented and dedicated volunteer leaders who serve as the advisory board for the ministry. Organize and lead a quarterly meeting of the team to receive their input, guidance, and expertise.
- *Developing and maintaining ministry spaces*
 - As this is a new program that will be built from scratch, a big focus of the first months will be helping to set up the physical ministry spaces, which include a first-floor room for infants and parents, and a larger second-floor room for Sunday School and activities for older children. The church staff and the Emmanuel Kids Ministry Team will assist with design and implementation of the plans for these rooms, but the Coordinator will help to lead and organize our work.
 - Once spaces have been set - Clean, disinfect, and organize the kid's ministry rooms on a weekly basis.
 - Regularly evaluate supply levels and purchase materials for the space as needed. Ensure safety and functionality of equipment.

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- *Developing curriculum and ministry programming*
 - Work with the Pastor, staff, and Ministry Team to develop intentional educational content and activities for a variety of ages, in keeping with the theology, vision, and values of Emmanuel Church.
- *Developing and maintaining safety and health protocols*
 - Work with the Pastor, staff, and Emmanuel Kids Ministry Team to develop health and safety protocols for all children's programming, and ensure that the plans are followed accurately in each gathering.
- *Lead the training process, scheduling, and ongoing communication with volunteers*
- *Weekly Staff Meeting (1 hour per week)*
 - Attend a weekly Emmanuel staff meeting with the Pastor, Administrator, Worship Director, Connection & Care Coordinator, and Facilities Manager for planning, encouragement, and prayer.
- *Other tasks as assigned*

Desired Qualifications / Preferred Experience:

- Preferred: experience in the pastoral care of families/kids
- Prior experience leading children or youth programs
- Works well in a team setting (including with staff, ministry volunteers, and the larger congregation)
- Strong organizational skills
- Flexibility and creativity
- Warm and hospitable relational style, with ability to build strong relationships with kids and families
- Genuine desire to see kids grow in their awareness of God's love for them and for all people

Certifications and Training:

Our preference is that applicants would have prior education in the field, but for the right candidate we would also accept the commitment to pursue additional training after hire.

- Preferred: experience in early childhood education
- Theological and cultural competencies
- Mandated reporting training
- Sexual abuse awareness training
- First Aid/CPR training

Compensation: The Kids Ministry Coordinator will receive an annual salary of \$16,250.

Time Commitment: This is a year-round position, with regular responsibilities averaging **10 hours per week**. Periodic vacation and other leave days are encouraged, and you will work in advance with staff and volunteers to arrange coverage for any essential duties that must be completed during your leave. As this role is highly focused on the Sunday morning ministry, your direct involvement in kids ministry is expected during at least 75% of our Sunday morning gatherings (this expectation is included in the estimated weekly time commitment).

Interested in being our Kids Ministry Coordinator?

Please send letters of interest, and a copy of your current resume, to bob@emmanuelphinneyridge.org.



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 emmanuelphinneyridge.org