



## **Position Title: Emmanuel Kids Ministry Co-Coordinator**

*Two positions available – average 5-6 hours per week per person*

**Description:** This year we are re-formatting the Kids Ministry Coordinator position at Emmanuel - rather than a single position, we will be employing a team of two individuals who will equally share the responsibilities related to the care of our children and families. We are seeking two passionate and caring individuals who will work together as a team to help our community best love and support children and their families on Sunday mornings and throughout the week. The Coordinators will be personally engaged in Sunday morning ministry with our kids on at least 50% of the Sundays when we are meeting, and will additionally 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 Coordinators will help us to grow and expand our offerings as the needs of the community develop and change over time. We foresee that in the near future we will be splitting the age groups and offering two ministry rooms on Sunday mornings, and each of our Coordinators will eventually take the lead with one of those age groups.

**Reports to:** Senior Pastor

### **Areas of Responsibility**

*Working alongside the Pastor, staff, and volunteer ministry team, each 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.
  - 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 community members who have expressed interest in volunteering with our kids ministry, and work to plug them in to roles on Sunday mornings.
- *Work with co-Coordinator to develop and maintain ministry spaces*
  - Working together as a team, the Coordinators will develop plans for creating an additional Sunday morning classroom space for older toddlers.
  - Clean, vacuum, disinfect, and organize all 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.
- *Work with co-Coordinator to develop curriculum and ministry programming*
  - Work with the Pastor and staff to develop intentional educational content and activities for a variety of ages, in keeping with the theology, vision, and values of Emmanuel Church.
- *Work with co-Coordinator to develop and maintain safety and health protocols*
  - Work with the Pastor and staff to develop health and safety protocols for all children's programming, and ensure that the plans are followed accurately in each gathering.

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- *Work with co-Coordinator to lead the training process, scheduling, and ongoing communication with volunteers*
  - Our current vision is to eventually develop two separate Sunday morning ministry rooms, divided by age, each staffed by at least two adults at all times. This will require extensive recruiting, training, and scheduling of a new pool of kids ministry volunteers, and it will be essential for our two Coordinators to work together weekly to maintain a high level of volunteer communication and support.
- *Weekly Staff Meeting (1 hour per week)*
  - Attend a weekly Emmanuel staff meeting with the Pastor, Kids Ministry Coordinators, Administrator, Worship Director, Connection & Care Coordinator, and Facilities Manager for planning, encouragement, and prayer.
- *Other tasks as assigned*

#### **Desired Qualifications / Preferred Experience:**

- 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 hiring.*

- Preferred: experience in early childhood education
- Theological and cultural competencies
- Mandated reporting training
- Sexual abuse awareness training
- First Aid/CPR training
- Ability to pass a background check

**Compensation:** Each Kids Ministry Coordinator will receive an annual stipend of \$9,500. No other benefits provided.

**Time Commitment:** This is a year-round position, with regular responsibilities averaging **5-6 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 50% of our Sunday morning gatherings (this expectation is included in the estimated weekly time commitment). For any date when you will not be personally leading a Sunday morning classroom, you will work in advance to train and schedule volunteers.

*Interested in being a Kids Ministry Coordinator?*

Please send letters of interest to [bob@emmanuelphinneyridge.org](mailto:bob@emmanuelphinneyridge.org).