



## **New Hope Church**

### **Ministry Role: Kids Ministry Coordinator**

**Ministry Area:** Family Ministry Department

**Role Title:** Kids Ministry Coordinator

**Pipeline Level:** Coordinator

**Reports To:** Pastor of Family Ministries

**Purpose Statement:** The Kids Ministry Coordinator provides second-chair leadership to Kids Ministry in order to achieve the goal to help kids find and follow Jesus.

#### **Responsibilities:**

- Collaborate with and assist the Pastor of Family Ministries with vision and goals for Kids Ministry.
- Provide leadership for all volunteer scheduling, including teachers and helpers for Sunday morning Kids Church.
- Provide primary leadership to the monthly Family Night ministry.
- Ensure weekly Kids Ministry curriculum and classrooms are prepared for volunteers.
- Provide timely, consistent, and appropriate communication to volunteers and families.
- In partnership with the Pastor of Family Ministries, recruit, train, and retain high-capacity volunteers (adult & student).
- Serve on Sunday mornings as the primary point of leadership and provide flexible support for the Check-in area, emergency class coverage, or other needs as they arise.
- Along with other staff and volunteers, seek out new guests with children and help introduce them to both New Hope and the Kids Ministry.
- Provide oversight to the volunteer background check process.
- In coordination with the Pastor of Family Ministries find avenues to encourage and resource parents in discipling their own children.
- Provide leadership to all Kids Ministry events, such as Day Camp, serving opportunities, local mission trips, etc.
- Manage all Kids Ministry budgeting and financial oversight of the ministry.

**Time Investment:** 40 hours per week

- 5 Hours – Sunday: 7:30-12:30 pm
- 5 Hours – Staff and Department Meetings
- 30 Hours – Office & Ministry Time

**Key Skills and Character Traits:**

- This person needs to be organized, friendly, and have the ability to communicate well with the kids ministry volunteers, parents and children.
- Maintains a positive and professional attitude.
- This person needs to be effective as a communicator and team builder.
- This person needs to passionately love God and have a calling to ministry to children.

**Paid Staff Expectations:**

- Maintain a healthy and growing relationship with God.
- Be a member of New Hope Church (or willing to become a member upon hire) in good standing.
- Annually set goals for self and area of ministry (goals will be reviewed with the Pastor of Family Ministries).
- Maintain healthy relationships with the congregation and staff.
- Key: This position is focused primarily on leadership of the ministry rather than serving in the classroom.