



## **JOB DESCRIPTION**

### Children's Ministry Coordinator

Name:

Supervisor: Children's Ministry Director

Interfaces with: Pastors, Staff, Congregation, Kids and Families

Hiring basis: Part-Time

Benefits: See current pathway staff handbook

#### **PURPOSE AND PRIMARY RESPONSIBILITIES**

Pathway Church's Children's Coordinator will provide an administrative foundation for every aspect of Children's Ministry from birth through fifth grade, emphasizing building effective ministry teams of volunteers. This will ensure curriculum programs, events, and outreach are implemented to accomplish the ministry's goals.

#### **PERSONAL SPIRITUAL RESPONSIBILITIES**

- Consistently maintain an intimate and personal relationship with God
- Continually support Pathway Children's Ministry in prayer
- Regular involvement in a discipleship environment
- Honor God in this role with an attitude of servant leadership
- Agrees with the Pathway Code of Conduct.

#### **LEADERSHIP RESPONSIBILITIES**

- Requires the ability to recruit and develop volunteer teams
- Be a servant leader of Children's Ministry teams.
- Practice teamwork with other Pathway staff and volunteers
- Assist in managing effective connection processes with volunteers, families, and ministry programs inside and outside of Pathway
- Assist in creating effective communication, organizational, and relational processes within the children's ministry
- Commit to personal leadership growth and development plan with supervisor

#### **POSITION TASKS**

- Provide administrative support to the Children's Director
- Coordinate curriculum and supplies before Sunday mornings and Wednesday night services.
- Manage the Children's Ministry greeting team by collaborating with the lead greeting volunteer and establishing goals.
- Assist in establishing general ministry strategies and goals for the Children's Ministry.
- Weekly one-on-one meetings with the supervisor for growth and development, program development, training, general communication, encouragement, and prayer.
- Identify and mentor volunteers in various roles in children's ministry utilizing their spiritual gifts, working genius, and talents.

Initials \_\_\_\_\_

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- Assist in teaching children about the bible and how it tells us to serve and disciple others.
- Assist in promoting a meaningful worship experience for children.
- Assist in coordinating facility use with the Office Manager
- Provide the staff with necessary information and ongoing communication about the Children's Ministry.
- Attend weekly staff meetings.
- Able to manage confidential matters and materials with excellence.

### **ESSENTIAL ATTRIBUTES**

- Teachable and willing to be coachable/mentored.
- Ability to work 30 hours a week.
- Experienced in Microsoft 365. (Microsoft Office, Excel, Teams, & Outlook)
- Demonstrated the ability to perform high-quality, detailed work with minimum supervision and to meet deadlines.
- Learn PCO (planning center) for scheduling, registrations, and check-ins.
- Demonstrate the ability to think strategically while staying focused on accomplishing ministry priorities.
- The ability to accomplish assigned projects with other ministry staff, utilizing advanced communication (written and verbal), project management, time management, and collaboration skills.

### **EMPLOYEE ACKNOWLEDGEMENT**

Start Date: \_\_\_\_\_

Salary Amount: \_\_\_\_\_

I hereby acknowledge the above-listed Position Description as my employment responsibility. I understand that it will be the guiding factor in the evaluation/review process. I intend to follow Biblical principles, the vision of Pathway Church as established by the Lead Pastor and Board of Directors, and all organizational documents. I have received and reviewed the current Pathway Staff Handbook, to which I will adhere.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **SUPERVISOR ACKNOWLEDGEMENT**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_