Children’s Ministry Coordinator | Job Description

Job Title: Children’s Ministry Coordinator  
Reports To: Director of Children’s Ministry  
FLSA Status: Part-Time | Non-exempt  
Date Revised: 6-19-2016

JOB OVERVIEW

The Children’s Ministry Coordinator is primarily responsible for volunteer recruitment, retention and management within the Children’s Ministry area. Incumbent will be a leader who is committed to, and supports, the philosophy and mission of Morning Star Church and its leadership team and is a champion for helping children and families take next steps on their spiritual journeys. This person will love children and also enjoy interacting with adults. They will be comfortable and effective at inviting others to join the Children’s Ministry volunteer team. They will be highly organized, an excellent communicator and have the ability to exercise good judgement in a variety of situations. They will be able to independently and successfully coordinate efforts from conception to completion. This person must be able to simultaneously handle competing priorities, activities and confidential matters in a professional and timely manner.

This person must be a servant leader and team player who is called to ministry. They will be authentic, collaborative, compassionate, relationally-driven, empowering, creative thinker, dependable, highly-organized and able to partner with staff and ministry leaders. This person will demonstrate a biblical worldview, Christian lifestyle and mission.

RESPONSIBILITIES (included but not limited to:)

- Develop, implement and evaluate volunteer recruitment strategies for Children’s Ministry.
- Manage volunteer onboarding, training and placement for Children’s Ministry.
- Manage volunteer schedules for all weekend Children’s Ministry roles.
- Coordinate efforts to recognize, support and appreciate existing Children’s Ministry volunteers.
- Manage all Children’s Ministry information, forms and processes in Wired Community.
- Coordinate and support Children’s Ministry events, trainings and meetings.
- Coordinate projects for those who volunteer during the week.
- Provide staff leadership during weekend Children’s Ministry approximately one weekend per month.
- Protect and maintain confidentiality across all settings and forms of communications.
- Prepare, organize, verify, edit, proofread, copy, file and send communications, presentations and documents on behalf of the team.
- Collect, analyze and organize ministry information and offer insights and recommendations.
• Foster strong working relationships with MSC staff and coordinate with them on systems, procedures, policies and vision to ensure consistency and alignment between and within MSC ministries.
• Other duties may be assigned by the Director of Children’s Ministry as needed to enhance the performance of this position or to support the ministry of Morning Star Church.

SKILLS AND TALENTS

• The successful candidate must be a Fully Devoted Christ-follower and fully support the ministry of Morning Star Church and its leadership team. This individual’s commitment to Christ will be evidenced in his/her personal life, family relationships, and ministry. His/her daily walk with God will be an example to others with which he/she interacts. They will value a healthy balance between ministry and family life.
• The ideal candidate will be creative, humble, have a passion and heartfelt concern for spiritual growth and development, be high energy, hardworking, and possess the ability to work independently as well as in team environments. They must be solutions-oriented and optimistic.
• The successful candidate must agree to live by the Morning Star Church staff covenant.
• Proficient in use of current and future communication tools, i.e. cell phones, internet, social networks, texting, blogging, etc.
• Superior organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
• Proficient in Microsoft Outlook, Word, PowerPoint and Excel.
• Must be comfortable with addressing and resolving conflict in a biblically healthy and timely way.
• Excellent verbal and written communications that are appropriately crafted with the receiver/audience in mind.
• Demonstrates proactive approaches to problem-solving with strong decision-making capability
• Proven ability to handle confidential information with discretion.

EXPERIENCE

• Associate or Bachelor’s degree (or equivalent experience).
• Previous administrative or management experience strongly preferred.
PHYSICAL DEMANDS | WORK ENVIRONMENT

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. It is a nonsmoking environment.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

COMMENTS

The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

TO APPLY

Visit mscwired.org/employment. No phone calls please.