

Job Title: Associate Coordinator, Children's Ministry (Southwood)**Reports to:** Coordinator, Children's Ministry (Southwood)**Employment Status:** Part-time (20-28 hours)**Sunday Hours:** Required**Staff Classification:** Ministerial**Compensation Basis:** Non-Exempt

Job Purpose: Provide coordination and oversight to assigned children's ministry area of responsibility and to provide support to the Campus Children's Ministry Coordinator.

Duties:

Coordination

- Oversee, plan and manage programs and events (Early Childhood or Elementary, as assigned) at a specific campus (Sundays and weekdays)
- Plan and clearly communicate weekly lesson preps to Team Leaders
- Communicate ministry information to families and appropriate staff
- Implement Children's Ministry Policies, Procedures and Best Practices in assigned programs

Administration

- Oversee campus database for assigned ministry
- Provide input regarding campus Children's Ministry budgets
- Monitor and approve campus payroll in assigned ministry area
- Troubleshoot and communicate any check-in issues
- Communicate weekly with workers serving at event/occurrence

Leadership Development

- Recruit, supervise, train and develop volunteers and paid ministry workers
- Oversee and develop Team Leaders as they provide coordination and oversight to individual Children's Ministry occurrences
- Participate in all required staff meetings and collaborate with staff, as necessary

Curriculum Development

- Develop and implement curriculum in assigned ministry area
- Evaluate and provide feedback for the implementation of curriculum for same

Parent and Family Ministry

- Ensure proper care and communication with visiting families
- Encourage and invest in ministry's parents and families
- Coordinate with other ministries to strengthen parents and families
- Develop and implement parent trainings and resources

General Ministerial Duties

- Model Grace Bible Church's mission, vision, values and a lifestyle of personal discipleship at work and in the community
- Grow continually in a relationship with God and in the knowledge of His Word
- Engage in accountability with fellow staff and other believers via small groups, all staff prayer meetings, weekly devotionals, etc.
- As requested, provide ministerial support and care for the church body and staff (including prayer, devotionals, accountability, assisting at funerals and other ministry events, etc.)

Other duties, as assigned

Qualifications:

- Known to be growing in the strong Christian character of an Elder (1 Tim. 3; Titus 1) including healthy marriage/family, as applicable
- Bachelor's Degree or equivalent combination of education and experience
- Experience in general ministry leadership preferred
- Minimum 2 years' experience in this/related field preferred
- Developing leadership abilities with a teachable spirit
- Developing ability to mentor and train less experienced staff and ministry leaders
- Demonstrated skill/giftedness in systems/team management
- Experienced in personal discipleship

- Effective interpersonal and relational skills
- GBC Church member (as soon as practical after joining staff)
- Theological perspective that is grace-oriented
- Committed to the Constitution, Doctrinal Statement, Mission, Values, and Vision

See GBC Personnel Manual for further information.
Revised January 2023