

SOUTHEND KIDS & FAMILY MINISTRY COORDINATOR



The SOUTHEND KIDS & FAMILY MINISTRY COORDINATOR is responsible for providing direction and leadership for the Southend Children's Ministry (birth through 5th grade) positioning the ministry to align with the overall mission, vision and values of Southend Church.

THE BASICS:

Reports to Supervising Pastor _____?

Prepare and execute Children's ministries and events.

Manage existing and recruit volunteers to serve in Southend Kids Ministry.

Duties and Responsibilities

Maintain close working relationship with your supervising Pastor and all other staff members to ensure all activities, duties, and output are aligning with the vision of Southend Church.

Utilize perpetual and intentional communication to ensure your supervising Pastor and ministry partners are up to date on projects, plans, and intentions to maximize teamwork and efficiency.

Volunteer Scheduling - Maintain **Southend Kids volunteer scheduling** a minimum of 4 weeks into the future at all times. Following up on declines and vacancies in a timely manner. In addition, ensuring that PCO services are complete with all known details of services.

Disciple and build relationships with all volunteer members of the Southend Kids volunteer team.

Develop and lead a robust Kids' Ministry volunteer team including recruiting, developing, resourcing and consistent coaching; one that initiates new volunteers and continues the training and education of all volunteers on a regular basis.

Perform any assigned projects, duties, special events, and requests as communicated by the Supervising Pastor.

Help communicate the church's overall vision to staff, leaders, the church & beyond.

Implement age-appropriate curriculum (Orange Curriculum currently) to encourage spiritual formation and growth.

Develop a strategy that integrates what the children are learning at church with tools the parents can **use at home**.

Create a mid-week (Tuesday currently), age appropriate **JK - Grade 5 experience** that is fun, engaging, but, most importantly, spiritually valuable. **Cultivate** an inviting atmosphere for children to grow in their relationship with Jesus Christ and His church.

Ensure every **volunteer is properly screen** (Plan to Protect) and **knows proper protocols that will ensure child safety**, classroom management, and working with families on disciplinary issues.

Ensure all classrooms and nursery is **equipped with screened and trained lead teachers** & support volunteers.

Schedule and train kids check-in volunteers (Currently using Planning Center Check-Ins).

Constantly monitor and **evaluate the effectiveness** of the check-in system and security of all children's areas.

Lead Sunday morning programming through leading volunteer meetings, greeting families, teaching classes when necessary, and troubleshooting.

Promote the **development of community outside of the Sunday morning** experience, coordinating and implementing our mid-week program (Currently Awana), Vacation Bible School, promoting summer camps and other family events. Plan and regularly execute entry level events that Southend kids and families can invite their friends to.

Maintain an **accurate inventory** of equipment and supplies, purchasing supplies as needed.
Work with the Southend Youth Group leadership team to **assimilate graduating kids** into the next stage of ministry and clearly communicate the process with their parents.

Execute a family communication strategy to align and resource parents in the discipleship of their kids.

Coordinate childcare for all ministry programs and church events that require childcare.

Maintain the Kids' Ministry budget, organized records, ministry files, and databases (Currently Planning Center Online).

QUALIFICATIONS

CHARACTER

Is dependent on God through His Word and prayer.

Possess a heart and vision to see God's restoration power at work in individual lives, in Owen Sound, and beyond.

Has an active and passionate personal relationship with the Lord Jesus Christ.

Pursues godly character and qualities, with a track record of trustworthiness and integrity.

Evidences a servant attitude and a teachable spirit.

Has a passion to see people become followers of Jesus Christ and to grow as His disciples.

Practices diplomacy and tact when dealing with a variety of people.

Can keep confidences and be sensitive to the needs of others.

SKILLS

Is a creative and competent teacher of God's Word, with an ability to help others understand and apply Scripture to their lives.

Can lead a team by example and use their God-given abilities to further God's Kingdom.

Can encourage, equip and lead people.

Is able to communicate professionally in personal conversations, phone conversations, and through other modern technology mediums.

Has sufficient and current computer and software skills, is familiar with using social networking platforms and is willing to learn new skills as needed to stay efficient in communication.