



Job Title: **Children’s Ministry Coordinator**

Reports To: Director of NextGen

Category: Part Time

Approved By: Lead Pastor

Updated: June 2025

Summary of Position: The Children’s Ministry Coordinator serves under the leadership of the Director of NextGen Ministries to help fulfill Bethel’s mission of making disciples among children from birth to Grade 5 and their families in Strathroy. This part-time role supports the planning and execution of Bethel Kids Sunday programs, summer ministries like VBS, and potential midweek initiatives. This individual will help lead volunteer teams, support parents in discipling their children, track family engagement, and provide administrative support for volunteer onboarding and safety policy compliance across all NextGen ministries.

Key Responsibilities Include:

1. Spiritual Leadership and Ministry Culture

- a. Personally cultivate a deepening walk with Christ through prayer and time in Scripture, serving as an example to others.
- b. Embrace and reflect Bethel’s core values: Loving Deeply, Praying Relentlessly, Becoming Like Jesus, Serving Sacrificially, and Multiplying Spiritually.
- c. Function as an integrated and thriving member of the Bethel team (ie. staff meetings, regular check-in meetings, membership, regular office hours, small group, prayer nights, etc.)

2. Supportive Ministry Implementation

- a. Under the direction of the Director of NextGen, help carry out the vision for Bethel Kids in Strathroy (ages 0–Grade 5) on Sunday mornings, summer ministries (e.g., VBS), Mum2Mum, and future midweek opportunities.
- b. Work alongside the Director of NextGen through Bethel’s annual evaluation, planning, and financial process for the associated ministries, and then operate within the approved budgets.
- c. Recruit, train, support, evaluate, and schedule volunteers. A primary focus will be given to leading leaders, who will lead others.
- d. Alongside the Director of NextGen, ensure that children’s teaching and programming align with Bethel’s theological commitments and discipleship direction.
- e. Serve parents by providing discipleship tools, encouragement, and communication in coordination with the overall NextGen strategy.
- f. Continually looking for new ideas and approaches to reach the next generation and their families more effectively for Christ and to help Bethel’s Children’s ministries move to the next level.

3. Family Connection and Hospitality

- a. Implement systems to help welcome and follow up with new families and re-engage those who have been absent.
- b. Foster a friendly, organized, and welcoming environment that reflects Christ’s love for children and families.

4. Administration and Compliance

- a. Provide administrative support for NextGen-wide volunteer onboarding processes, including Plan to Protect documentation and compliance tracking.
- b. Ensuring the safety of everyone involved in Bethel’s Kids Ministries. This includes ensuring all leaders and volunteers are trained and in compliance with Bethel’s policies dealing with health and safety, and risk management. If any gaps in safety and/or risk management arise, the Children’s Ministry Coordinator is responsible to deal with them promptly and notify the Director of Next Gen and/or Lead Pastor as applicable.

5. Additional responsibilities as determined by the Director of NextGen.

Qualifications:

1. Be a born again, baptized believer with a growing relationship with Jesus Christ.
2. Be a member of Bethel. Fully embrace and agree with Bethel's Identity (Mission, Vision, Values & Strategies), Staff Code of Conduct, and Constitution (including Statement of Faith)
3. Has an infectious, unapologetic fervor to make disciples of kids and their families.
4. Demonstrated experience serving in or supporting children's ministry.
5. Organized, dependable, and administratively capable.
6. A relational team player who thrives in a support role and takes direction well.
7. Able in influence, motivate, inspire and coach people to serve Jesus, especially leading leaders who lead others.
8. Willing to work flexible hours, including Sunday mornings and occasional evening events.
9. Provide an acceptable vulnerable sector police records check prior to employment commencing

Direct Reports:

Volunteer leaders within the associated Bethel Kid's Ministry.

Budget Responsibilities:

Oversight of associated Bethel Kid's Ministry budget under the direction of the Direction of NextGen and within the context of Bethel's overall budgeting process

Duration, Hours & Work Environment:

This is a part-time staff position (Approx 20 hours per week) commencing on or before Sept 1, 2025. Normal office environment. Regular evening and weekend work required beyond the standard work week.

Competencies/Gifts Required:

- Spiritual Gifts: Helps, Administration, Encouragement, Teaching
- Develops teams and works effectively within teams
- Teachable, warm, relational, and supportive spirit
- Attention to detail and strong organizational habits
- Ability to follow direction and work within a larger team vision
- Reliable and consistent in communication and follow-through
- Proficient with computers, scheduling tools, databases, and communication platforms