

## **Children's Ministry Coordinator Position Description**

**I. Position Description** The Children's Ministry Coordinator is responsible for ministry to the children and families of Faith Baptist Church. The Children's Ministry Coordinator works closely with the Children's Ministry Task Force, which will give assistance as needed.

### **II. Specific Duties and Responsibilities**

- 1) Trains, equips, assists, and encourages all children's Sunday school teachers (Nursery-5<sup>th</sup> grade) and other children's leaders as needed. Provides leadership if necessary and requested by the Pastor or Children's Ministry Task Force
- 2) Prays regularly for parents, children, volunteers, church, ministry
- 3) Communicates regularly with families of the children
- 4) Communicates as needed, at least weekly, with church staff
- 5) Coordinates schedule of volunteers for children's ministries
- 6) Prepares preschool and school-age lesson material and supplies weekly in conjunction with volunteers
- 7) Sunday morning: set up, checking on volunteers, cleanup etc. with volunteer assistance
- 8) Serves as staff liaison to Faith Baptist School and Faith Baptist Preschool to provide communication/coordination with the church's total program of children's ministries
- 9) Serves as point of contact for special children's events, including Awanas
- 10) Coordinates the Vacation Bible School

### **III. General Qualifications**

- 1) Must be a Christian and a member of Faith Baptist Church, Kaiserslautern
- 2) Must have education and/or demonstrated experience that show the ability to perform the major duties of the position, to include coordinating church children's ministries and recruiting and training volunteer workers

### **IV. Work Hours**

Work hours are up to 15 hours per week. The work schedule is coordinated with the Children's Ministry Task Force.