



Job Title: Kids' Sunday Program Coordinator
Status: Part-time
Supervisor: Lead Pastor
Date Prepared/Revised: September 10, 2019

Primary Responsibilities

- Lead kids and their families to follow Jesus.
- Work with our Kids' Program Director to invite, train and empower volunteers to serve within the kids' ministry.
- Maintain a monthly volunteer schedule that is sent to volunteers at least three weeks in advance.
- Communicate weekly, and meet monthly, with Kids' Ministry volunteers to build ownership and equip them to serve.
- Follow up with people that are interested in volunteering with the kids' ministry.
- Lead creative team meetings with the appropriate people in order to implement the curriculum on Sunday mornings.
- Create systems and events to thank and appreciate the kids' ministry volunteers.
- Recognize first-time guests by sending a gift to the home of each family.
- Oversee communication between the church, children and families.
- Provide resources for parents and families as needed.
- Stay in touch with other vibrant kids' ministries around the country.
- Adapt and prepare curriculum for kids ages 2 through 5th grade.
- Oversee the setup and operation of all related kids' ministry environments on Sunday morning, including check-in, individual kids' environments, security, check out, setup and tear down.
- Help in planning select special events as needed.
- Participate in staff meetings and other meetings as needed.
- Participate in the creation of a Kids' ministry "brand" within EBC, including a name, theme, décor, graphics, website, etc.

Personal Responsibilities

1. Maintain God-ordained priorities in your life by putting Jesus Christ first, then your spouse & children, then your ministry (never allowing your ministry to take priority over your personal relationship with God or your family).
2. Give a tithe to the vision of EBC.
3. Be loyal to the vision, mission and staff of EBC; always protecting the unity of the church.
4. Invest and invite the lost to know Jesus and come to EBC.