



## **Children's Ministry Coordinator**

Job Description- Part-time (20 hrs)

Intown is a church that wants to see people changed by grace, known in community, and sent to restore. As we help people we know discover the love of Jesus, this often brings us children that are not from Christian families. The Children's Ministry Coordinator will need a loving and compassionate heart for children, passion for the Lord and for sharing the truth of the gospel, and a joyful spirit to help the next generation be changed, known and sent.

### **Overview**

The Children's Ministry Coordinator is responsible for overseeing and organizing the specific areas of ministry related to grades K-5. This includes oversight of Kingdom Kids and Four-Five first hour offerings, Children's Worship, along with any other kids' events and programming for that age bracket. The Children's Ministry Coordinator also organizes and disciples ministry volunteers, and works in coordination with the Children's Ministry team to equip parents' for the discipleship of their children.

### **Job Responsibilities**

- Oversight and Planning
  - Oversee Children's Ministry offerings for (Grades K-5) and develop a team of equipped volunteers to disciple children
  - Aid in the development and growth of Intown Children's Ministry, including the inclusion of children with special needs
  - Collaborate with team to equip parents for the discipleship of their children
  - Attend weekly staff meetings
- Budget & Purchasing
  - Assist with curriculum selection by considering age appropriateness and theological alignment of material
  - Collaborate with Children's Ministry Director on budget for your specific ministry area
  - Purchase supplies as needed
- Sunday Morning Service
  - Before and after service, run the set-up and tear-down process for your ministry areas, ensure all volunteers are in place, and oversee the morning check-in process
  - Rotate serving in the K-5 ministry areas as needed. (We desire this person to both be able to actively attend church service and serve in a way that lightens the volunteer need)

- Recruit and Schedule Volunteers
  - Recruit volunteers for K-5 ministry areas
  - Ensure coverage with volunteers for Children's Ministry activities and events
- Equip and Care for Children's' Ministry Volunteers
  - Train team members equipping them with classroom management skills and other teaching competencies
  - Care for and encourage Children's Ministry volunteers, teachers, and leaders, check-in on their spiritual health, and ensure no one is overextending themselves
- Ensure Policy Compliance
  - Ensure compliance with child protection policies, training and background checks
  - Keep families and volunteers up to date of policy requirements

#### Qualifications for the position

##### Required:

- A follower of Jesus who serves as an example to children in the church and demonstrates an understanding of how the gospel transforms the lives of children and ministry volunteers
- Creative event planner and solid communicator with children and their parents
- A self-starter who can work autonomously and take ownership of ministry areas
- Experience leading a team of volunteers
- Willing to become a member of Intown Community Church and aligns with the beliefs and theology of the PCA
- Able to consistently attend most Sunday church services
- Competent with technology, including Planning Center, iPad and Bluetooth printers, and Outlook.
- Comfortable navigating a dynamic environment

##### Preferred:

- Bachelor's degree and/or some Biblical/Theological training in Christian education
- Experience overseeing a budget
- 1-3 years experience in children's ministry or classroom teaching

#### Time and Compensation

Compensation: \$18 per hour

Estimated Time Commitment: Approx. 20 hours per week (remote/in-office)

Reports to: Kelly Bell, Director of Children's Ministry

#### How to Apply:

Send your resume to Kelly Bell: [Kelly@intown.org](mailto:Kelly@intown.org)