

Job Description

Title: Kids Ministry Coordinator
Reports To: Kids Team Pastor
FLSA Status: Non-Exempt
Prepared By: Sam Meredith
Hours per week: 40

Ministry: Children's
Classification Grade: T-3
Approved By: Human Resources
Approved Date: 09/30/2024

Essential Organizational Core Values

The **Kids Ministry Coordinator** is responsible to champion Real Life Ministries' Vision, Mission, Methodology, and Strategy in two primary ways:

- **As an Individual Leader:** The **Kids Ministry Coordinator** is responsible for taking the leadership of all ministry functions they oversee. Live out Real Life Ministries' Organizational Core Values and 7 Ministry Essentials personally and ensure their leadership and oversight of the ministries they oversee also embody and are living out Real Life Ministries' Organizational Core Values and 7 Ministry Essentials. Responsible for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Team Member on the Kids Ministry Team and Real Life Staff Team:** The **Kids Ministry Coordinator** has a responsibility to collaborate as a team member on their immediate team as well as the Real Life Staff Team as a whole to accomplish church wide objectives and goals as well as **Kids Ministry** team objectives as well as goals for their immediate team. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

Job Summary

1. Primary Responsibilities (85 %)

- Recruiting, training and overseeing volunteers in a relational way to utilize their gifts in serving the body through partnership and collaboration to accomplish many of the following responsibilities.
- To be in Support of the Kids' Team, all Real Life families, and kids that attend.

Events:

- Set up registrations in Rock data base and manage them.
- Reserve needed items: Rock data or outside facilities, buses, etc.
- Process needed payments: Bus, outside facilities, rentals, hotels, etc.
- Create online sign-ups for all events including Kids Camp, child dedications, baptism class, or any Kids Team events.
- Make follow-up phone calls, release forms, etc.

Facilitate Inter-departmental Projects:

- Post Cards: facilitate design, scheduling, printing and mailing.
- T-Shirts: facilitate design, place shirt order, pick up, etc.
- Signs and banners from Communication Department: design approval and scheduled printing.
- Printing of large quantities and or various projects: coordinate printing by the front office.

Database: ROCK

- Create and manage leadership, volunteers, and small groups and current info (weekly).
- Run reports, add new students and trouble shoot.

New Kids Booth

- Help assist, train and coordinate New Kid's Booth volunteers (onsite and throughout the week).
- Maintain a clean first impression area as well as a first-time visitor hospitality.
- Welcome new families and assist to classrooms explaining what their kids will experience in the hour they have.

Bible Buck Store

- Help assist bible buck store lead as well as interact with store volunteers relationally (onsite and throughout the week).
- Help recruit, build team, oversee and work with the Bible Buck Store lead in all aspects of the bible buck store and all volunteers involved and all children serviced by the store.
- Help families understand the why and purpose behind bible buck store.

Miscellaneous/Routine responsibilities:

- Submit reimbursements, invoices, and other items through accounting.
- Answer questions pertaining to upcoming events, functions, and other questions for kids' ministries.
- Mail outgoing correspondences.
- Maintains webpage and online calendar including resources for kids and parents.
- Maintain and manages Children's Ministry calendars.
- Requisition of supplies for the ministry's needs, curriculum, child check in, retreats and camps.
- Processes volunteer applications and background checks, including reference checks and lanyards this also includes final orientation with new volunteer.
- Assist in the budget process by researching future expenses, analyzing the P&L statements and distribution.
- Assure discreet handling of all Real Life Ministries business and interests.

2. Team Function (10 %)

- The Children's Team is your "first team." Demonstrate peer-to-peer accountability, emotional and spiritual support of others in your first team.
- Be coachable, approachable and demonstrate the ability and courage to speak and accept critical feedback (truth in love).
- Be an active participant in Children's Team meetings and discussions. Ability to think critically, systematically and collaboratively with the Children's Team to develop creative strategies and ministry priorities to implement the mission and vision of the church.
- When another Children's Member needs to talk, priority is made and schedules are rearranged to accommodate the meeting in an appropriate and timely manner.
- Must live out Real Life Ministries' Organizational Core Values on the Children's Team.

3. Real Life Staff Relations (5 %)

- Work with our church congregation in a way that glorifies God through involvement in Weekend Service attendance and a Life Group. Be a visible model in friendliness, cooperation, attendance and availability.
- Collaborate with other staff members and ministries to ensure unity as an overall team displayed in attitudes as well as active ministry partnerships.
- Values and abide to the expectations of being a member of the church found in our 101, and 301 classes.

- Participate in All Staff Leadership development trainings weekly, All Staff meetings monthly, and Staff Retreat yearly.

Qualifications, Required Skills and Competencies:

- Must be able to follow policies and procedures but possess the ability to use discretion when non-routine situations arise.
- Must be able to handle conflict in a biblical manner.
- Must be a good problem solver and an intuitive thinker. Needs to take initiative to anticipate potential challenges and issues. Revise and adapt to changes that come up in kids ministry unexpectedly.
- Comfortable giving direction to staff and lay leadership.
- Ability to initiate, plan and manage projects and meetings.
- Appropriately handle sensitive and confidential information and situations.
- Ability to focus on details, prioritize and meet deadlines.
- Proficiency with the Internet, Microsoft programs (Outlook, Word, Excel, Trello, Canva), and other computer based technologies.
- Excellent customer service and phone communication.

Real Life's Core Competencies, as defined in our 3 C's document, necessary to succeed in this role:

- *Personal Responsibility*: The expectation to take responsibility for personal actions and results, including the expectation to follow-through on projects and objectives.
- *Recruiting*: The expectation to identify, recruit and activate people to a specific vision and or task. This means having the courage to invite, utilizing good people skills, casting vision for their role and giving clear steps to getting involved.
- *Consistent Methods*: The expectation to have regular and dependable communication in every direction (down to those you lead, up to those that lead you and to the side with peers and teammates) by consistent means (meetings, texts, emails, etc).
- *Adaptability*: The expectation and resilience to flex and adjust your perspective, approach, and/or plan in consideration of new information, challenges or opportunities with a positive attitude.
- *Unity*: The expectation to operate as a team even when things are difficult. This means having each other's' back, supporting each other and striving for alignment.

Spiritual Aspects of Job Requirements:

- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that "apart from Christ we can do nothing." – Abiding in Christ.
- A shepherd's temperament; servant-leader/mentor attitude and inclination.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at Real Life, must understand group dynamics and ensure effective consensus building and decision-making.

- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries' Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.

Physical Abilities required

- While performing the duties of this Job, the employee is regularly required to sit; use hands; reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision. The employee is frequently required to stand and occasionally required to climb or balance; stoop, or kneel. Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Disclaimer(s)

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- Volunteering: Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out a Employee Volunteer Acknowledgement Form and turn it into HR.

Employee Name: _____

Employee Signature _____ Date _____