



Position Description | Kids Ministry Coordinator

Reports to: Pastor of Family Ministry

Position Summary: The Kids Ministry Coordinator is responsible to work closely with the Kids Ministry Lead and Family Ministry Team to help create an engaging, relational, and spiritually vibrant Kids Ministry program. The Coordinator will create a fun, welcoming environment for kids and families that connects them to Jesus and teaches them how to be his disciples.

Essential Responsibilities

- Invite, welcome, and engage kids and families.
- Function as a support to children and families - partnering with parents by communicating with them regularly to help their kids grow in their relationship with Jesus.
- Create a fun, welcoming environment for kids to belong and help them to find & follow Jesus.
- Support the Kids Ministry Lead in program and administrative leadership for all aspects of the Kids Ministry.
- Support, create, collaborate, and implement special programming and events in collaboration with the Kids Ministry Lead and the Family Ministry Team.
- Periodically attend Kids Ministry conferences, seminars and/or seminary classes for continuing education and personal spiritual development as directed by the Pastor of Family Ministry.
- Participate in staff meetings and ongoing collaboration with the Family Ministry team.
- Any other duties and responsibilities as assigned by the Kids Ministry Lead and/or the Pastor of Family Ministry.

Job Requirements

- Must have an authentic, vibrant, and growing relationship with Jesus Christ.
- Must be in alignment with the theology and practice of the EPC (Evangelical Presbyterian Church)
- Passion to see families and their children come to know Jesus and grow in their Christian faith.
- Experience in a ministry or school setting with administrative responsibilities; recruiting, training, and deploying multiple staff and volunteer teams; oversight of multiple programs.
- A college degree in a related field (education, ministry, seminary) is preferred but not required.
- Excellent communication skills with kids, parents, and the church.
- Regular participation in worship, serving, groups, and giving at Fair Oaks Church.

Relevant Experience

- A passion for ministry to and with kids, as well as the adults that work with them.
- Spiritual maturity demonstrated by prayer skill, Bible knowledge, ability to teach the Bible, and lead kids in worship.
- Demonstrated skills in staff leadership, organizing, recruiting, training, planning, staffing, and budgeting.

Work Schedule: Full-time; evenings as needed for events / holidays.

Job Status: Full-time hourly (includes benefits for the employee). Range \$18-\$22/hour depending on education and experience.

To Apply: Submit a cover letter and resume to kidsminsearch@fopc.org