

Ventura Missionary Church

Children's Ministry Coordinator

Job Description

Job Title: Children's Ministry Coordinator

Reports To: Children's Ministry Director

Classification: Part-Time Non-Exempt Position

Job Description

The purpose of the Children's Ministry Coordinator position is to help our congregation live and share the transforming love of Jesus by ensuring that all children who visit our church have a remarkable experience. The Children's Ministry Coordinator will provide support for our families by creating a safe and loving environment for their children while they are attending events planned by Ventura Missionary Church.

The win for this position is when all weekend services and midweek events are staffed with a high-quality, well-trained, Jesus-focused ministry team that provides every child and family with excellent ministry care.

Primary Responsibilities

This is a working list and may be adjusted at any time by the supervisor.

- The primary responsibility of this position is to provide weekly safe and fun Children's Ministry environments as needed.
- The Children's Ministry employee would be expected to attend trainings that pertain to the area in which he or she is serving.
- Children are always our primary focus when they are under our care. All other duties should be performed before or after children arrive.
- Perform other duties as assigned

Children's Ministry Employees Should:

- Arrive prepared a half hour prior to all event times.
- Be flexible and willing to serve when and where needed for Children's Ministry events.
- Ensure that activities and supplies are put away after each serving time.
- Create a warm and inviting environment for children, parents, and families.
- Ensure each KidsZone environment is safe and clean.

Relationships

This position will report directly to the Children's Ministry Director and work alongside other staff.

Qualifications and Gifts

The Children's Ministry Coordinator needs to agree with Ventura Missionary Church's Statement of Faith and agree to employment subject to and conditioned upon a lifestyle consistent with that

Statement of Faith. The person who serves in this position must have a philosophy of ministry that is aligned with Scripture, with our Statement of Faith, and with our Core Values and Vision. Gifts that are consistent with this role are: Leadership and Encouragement

The Heart of Leadership at Ventura Missionary Church:

1. **Own your part of the vision** – Each leader at Ventura Missionary must be passionate about their role with our church mission.
2. **Celebrate results** – Ventura Missionary is excited about stories of transformation and wants to celebrate them regularly.
3. **Solve problems** – Each leader at Ventura Missionary works to remove obstacles to growth. Any problems in ministry or changes to ministry programming must first be discussed with the Nursery Coordinator and the Children's Ministry Director.

Knowledge, Skills and Abilities for this Role:

- Love for God and His Church
- Problem-solving and conflict resolution techniques
- Biblical qualifications for ministry and leadership
- Compassionate and caring
- Demonstrated ability to understand and relate to children, their families and other leaders
- Demonstrated ability to lead and help create a healthy environment for children while serving
- Operate in a team environment, often working cross-functionally with other teams

Minimum Job Qualifications

- Successful completion of fingerprinting process and criminal background clearance

Selection Process

The Children's Ministry Director will supervise the selection process for this position, in collaboration with the HR Department.

Compensation

The compensation for this position will be determined based on established salary ranges for part-time Children's Ministry staff, taking into consideration experience and education.

Starting Pay Range: \$16.50-\$18.54 per hour

Hours

Required hours include Sundays, 8:00 am-12:00 pm, and Wednesdays, 5:00-8:30 pm. Additionally, the position requires working at special events. Other hours are flexible, but the position is a total of 10 hours per week.

Appraisal and Review

This position will receive a 90-day review and an annual review from the Children's Ministry Director. The reviews will be in written form, using a review document approved by the HR Department. Each review will (1) set objectives and goals for the coming year, and (2) review performance and ministry objectives from previous year.