

# Freedom Life Church

<b>Title</b>	Weekend Children’s Ministry Coordinator	<b>Classification</b>	Non-pastoral
<b>Current Employee</b>	Vacant	<b>Salary or Hourly</b>	Hourly
<b>Supervisor</b>	Campus Pastor	<b>Exempt or Non-Exempt</b>	Non-Exempt
<b>Date</b>	March 2024	<b>Full or Part-Time</b>	Part-time

## **General**

**Special Focus:** To serve as a driving force of the execution of the Vision, Mission, and Goals of Freedom Life Church within the context of the weekend experience in children’s ministry. To ensure FLC Children’s ministry is a safe and effective learning environment for children.

**General Function:** Oversee the weekend experience of FLCKids. Lead volunteer teachers, assistants, and helpers in the FLC Children’s ministry. Assist the Children’s Director to equip and train volunteers to teach the Word of God and empower parents to want to lead their children.

## **Qualifications & Expectations**

### **Qualifications of Employment**

1. Character - demonstration of Godly character and healthy personal relationship with Christ.
2. Competence - demonstrated ability to perform duties listed above, which should include appropriate education, job experience, and aptitude for learning.
3. Chemistry - demonstrated ability to interact on an interpersonal level with the Lead Pastor, Elders, Pastoral Staff, and ministry volunteers.
4. Humility - demonstrated ability to take direction, and lead by example.
5. Consistency - demonstrated track record of being consistent in performance, commitment, and lifestyle.

### **Expectations**

1. Tactfulness - The staff person is expected to keep disputes between the leadership confidential and should only communicate complaints to the proper chain of authority.
2. Confidentiality - The staff person must guard the confidentiality of any information that they hear in regard to someone else, or information that has not been made public.

3. Attendance - The staff person is expected to be involved and be a “face” of Freedom Life Church by being visible at all required functions of the church.
4. Servanthood - It is expected that the staff person will take initiative in doing things that need to be done without being asked, like turning off lights, or locking up the building if everyone else has left, or cleaning up some leftover trash, etc.
5. Flexibility - The specific responsibilities of the staff person are subject to change as the church grows and changes. The Elder Board will approve and communicate these changes, while also seeking to maintain the core description as listed.
6. Presence – actively involved in the ministry of Freedom Life Church with a clear understanding of the mission and core values of the church.

## **Responsibilities**

**Executive Duties:** The Weekend Children’s Ministry Coordinator is empowered and expected to work in submission to the Children’s Ministry Director’s and Campus Pastor’s leadership to:

1. Lead a growing, relevant, and vibrant children’s ministry in line with the Vision, Mission, and Core Values of FLC that connects with children from 6 weeks- 5<sup>th</sup> grade.
2. Directly or indirectly oversee Children’s Ministry volunteers.
3. Direct weekly activities necessary to facilitate quality weekend service ministry experience such as:
  - a. Volunteer recruiting
  - b. Volunteer training
  - c. Advanced scheduling of rotations
  - d. Communication to parents about upcoming events, concerns, changes, resources for spiritual parenting etc.
  - e. Communication with Children’s Ministry Team Leaders regarding their respected areas
4. Oversee functionality of Children’s Ministry systems and processes such as:
  - a. Check-in system
  - b. Administrative processes
  - c. Training processes
  - d. Workflows
5. Coordinate aspects of Children’s weekend worship experience, including
  - a. Check-in Experience
  - b. Large group experience (Worship, Bible Story and Intentional Prayer Time)
  - c. Curriculum
  - d. Crafts
  - e. Snacks
6. Work with the Children’s Ministry Director to establish yearly budget necessary to attain goals.
7. Brainstorm and Plan events for Children (VBS, Harvest Fest, Easter, etc.) and Families to create family discipleship

**Delegated Authority:** The Weekend Children’s Ministry Coordinator will be empowered to make decisions as needed within the following parameters:

1. Creating systems or processes necessary to execute the Vision and Mission within the areas listed under “Executive Duties”.
2. Delegating authority to volunteers as needed to accomplish the execution of the Vision and Mission within said areas.
3. Implementing changes necessary to improve the quality of any areas listed in Executive Duties.
4. Creating a yearly budget to cover expenses of Executive Duties.
5. Spending approved money within parameters of that budget.

**Employee Status**

- Work is 10-12 hours per week (part-time)
- Employee benefits are listed in the Personnel Manual

**I have read the above job description and agree to perform these duties.**

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Signature

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Date

March 2024