



## ***Position Profile*** ***Kids Ministry Connection Coordinator***

**PURPOSE OF POSITION:** To serve in the Kids Ministry of Fellowship Bible Church working with the Early Childhood and Kids Ministry Directors, helping us to fulfill our mission for families in the areas of connection, coordination, and scheduling. This involves serving as a relational leader while promoting and maintaining a Christ-centered culture in alignment with the mission and vision of Fellowship.

**NUMBER OF HOURS PER WEEK:** 20

**REPORTS TO:** Early Childhood Director & Kids Ministry Director

**RELATES CLOSELY WITH:** Family Ministry Team, Kids Ministry Volunteer Teams, and Staff

### **PRIMARY LEADERSHIP RESPONSIBILITIES:**

#### ***Scheduling Volunteers for Kids Ministry***

- Provide administrative support using church management system (CCB) for scheduling all events and volunteers Sunday mornings and Wednesday nights for the Early Childhood, Elementary, and LiveWires ministries, including Kids Welcome Desk.
- Actively recruit and train volunteers in collaboration with the Early Childhood and Kids Ministry directors.

#### ***Connecting with Families of Kids Ministry:***

- Staff Kids Welcome Desk with trained volunteers on Sunday mornings and Wednesday nights.
- Work weekly with administration team to process Kids Ministry visitor cards in CCB.
- Follow-up with new families weekly, looking to personally and intentionally connect while answering questions about the Kids Ministry.
- Follow-up with absent families monthly, directing care needs and connection opportunities to other staff team members.

#### ***Childcare Ministry Coordination:***

- Provide leadership for all childcare ministry functions for approved special events each week and throughout the year.
- Interview applicants and hire childcare team members, in collaboration with the Early Childhood and Kids Ministry directors.
- Provide training and coordinate the scheduling for childcare team members following policies, procedures, and helpful practices.