



**Ridge Point Community Church exists to
Follow *Jesus* and
Fearlessly Make Him Known**

Position Description

Title: Children's Ministry Coordinator

Salary Level: VII

Leadership Scope: Ministry Leader

Reports to: The Children's Ministry Coordinator will report to the RP Children's Ministry Pastor

Function: Provide opportunities for 3 years-4th graders to be engaged in spiritual learning and growth and plan/implement large/small group experiences. Assist in promoting the family ministry mission/vision and empowering families to be the primary spiritual influence in their homes.

Hours: Part-time, 30 Hours including weekend and possibly evening hours

Responsibilities:

Leading

- Build relationships and network with area Children's Ministries, locally and nationally
- Partner with the Children's Ministry Administrative Assistant for updated records of CPR, First Aid training, Children's Ministry applications and background checks
- To collaborate with the Family Ministry staff in order to cast vision for the mission of Family Ministries
- Recruit, train, support and equip the volunteer team members involved in 4 years-4th Grade
- Recruit, train and support supervisors to lead Weekend volunteer teams
- Programming, both Large and Small group in order to maintain consistency and continuity of message
- Stay current with Children's Ministry/Family Ministry trends and curriculum

Planning

- Assist the Children's Pastor and Admin with updating and maintaining communication specific to parents and faith community (web, Facebook, take homes, etc.)
- Collaborate with the Children's Pastor and Nursery coordinator to develop, modify and implement, through volunteers, age appropriate curriculum and activities within the strategic goals of the ministry evaluating effectiveness and making necessary adjustments
- Lead/guide times of development for various volunteer teams for the purpose of building community, with continuous communication, training, brainstorming and empowering teams.
- Participate in planning, vision casting and execution of outreach events and child/parent milestones and family ministry activities

Qualifications:

Character

- A personal relationship with Jesus Christ that results in a life lived in obedience to the will of God as described in the Word of God, evident by spiritual fruit and the desire to grow in the Lord
- Is supportive and loyal to staff members, volunteers, and the faith community
- Demonstrated ability and commitment to actively share the Gospel with lost people
- Genuine servant-hood, faith-centeredness, and spiritual maturity
- Spiritual gifts of leadership, shepherding, and administration

Chemistry

- Expresses flexibility, cooperation, creativity and teach-ability
- Visionary leader; forward thinker; self-directed; team oriented; problem solver
- Beliefs consistent with Ridge Point's "Statement of Belief"

Competency

- Demonstrated ability to recruit, develop, and empower volunteer leaders in healthy ways which promote their spiritual growth and further the ministry of the church

- Excellent communication and listening skills – ability to consistently encourage and support others
- Equip and empower based on Ephesians 4:11-13

Experience:

- Preferred two years experience in church ministry
- Preferred two years of proven ability to develop, lead, and motivate volunteer teams
- Member or willing to become a member of Ridge Point Church within 6 months of employment

Having reviewed this position description, I agree that it accurately reflects my new responsibilities and understand my next performance review will be based on the above criteria.

Signature _____ **Date** _____