



Fearless Family of Churches

Cultivate | Ridge Point | Third Coast

Following **Jesus** and Fearlessly Making 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 Cultivate Family Life Director

Function: Provide opportunities for birth-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, 24 Hours including weekend and possibly evening hours

Responsibilities:

Leading

- Build relationships and network with area Children's Ministry leaders
- Partner with the Family Life Director to ensure updated records of Children's Ministry volunteer applications and background checks
- Collaborate with the Network Family Ministry team to cast vision for the mission of Family Ministries
- Recruit, train, support and equip the volunteer team members involved in birth-4th Grade
- Stay current with Children's Ministry/Family Ministry trends and curriculum
- Lead and support kids' ministry team on Sundays during programming

Planning

- Assist the Family Life Pastor with updating and maintaining communication specific to parents and faith community (web, Facebook, take homes, etc.)
- Collaborate with the Family Life Director and the Network Family Life Pastor to develop, modify and implement age-appropriate curriculum and activities within the strategic goals of the ministry
- Lead times of development for various volunteer teams to train and empower leaders
- Participate in planning, vision casting and execution of events, weekly programming, child/parent milestones and family ministry activities

As a staff we value:

- **Christ In You, Then Through You:**
Be transformed by who you are in Christ in a way that moves you to transform and bring health to your relationships and environments
- **Stronger Together:**
Become stronger together by forming authentic relationships founded on trust.
- **Live The Vision:**
To embody the Ridge Point DNA in a way that fosters a culture of Kingdom minded disciple makers
- **Pray Like It Depends On God:**
Constantly engage in effective prayer for the health and direction of the ministry and the advancement of the Kingdom.
- **Work Like It Depends On Us:**
Work in such a way that God would claim it as His own.
- **Pursue Innovation and Embrace Change:**
Thinking through new ideas and risking failure so that we are continually improving.

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 Cultivate Community 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** _____