



Ministry Position Description

Position Title: Children's Ministry Coordinator
Reporting Relationship: DeForest Campus Pastor
Exempt Status: Part-time, Non-exempt (20 hours/week)

Ministry Description:

The purpose of this position is to build teams to partner with parents in helping kids become fully devoted followers of Christ. This position could be split between two people for 10 hours/week each.

Primary Responsibilities:

Leadership

- Be the primary vision caster and recruiter of our ministries to children
- Be a team-builder who equips volunteers to minister to children
- Work to reproduce yourself
- Ensure that each children's ministry volunteer is vetted, trained, and equipped to minister to children

Staffing

- Ensure all Sunday services are fully staffed with caring volunteers
- Work with Team Leaders, Campus Pastor and DeForest staff members to build volunteer teams

Administration

- Create and maintain weekly volunteer schedules
- Lead teams in ministry evaluation and planning
- Oversee volunteer application and placement processes
- Oversee ministry supplies and ordering
- Creating and sharing training opportunities with all Door Creek Church campuses and their ministry leaders

Time

- 20 hours per week
- Sunday Mornings: 4-5 hours (included in 20 hours)

- Position could be split between two people, each working approx. 10 hours/week and alternating Sunday coverage.
- Attend DeForest Campus staff meeting or a proxy if time doesn't allow.

Personal Qualifications:

- Door Creek Church member who shares our values and vision for ministry and regularly nurtures their own spiritual growth
- Team building skills
- Ability to work independently or as a member of a team
- Ability to multi-task and stay on track with regular interruptions
- Creative, detail oriented, flexible and decisive with the ability to organize and coordinate work, set priorities, create and maintain systems and motivate others
- Ability to maintain high standards of confidentiality with sensitive information
- Demonstrated interpersonal, verbal and written communication skills, including strong listening skills
- Have a growing ability and desire to lead
- A spirit of enthusiasm and optimism
- The ability to work well with people and to resolve conflict well
- Sincere humility, a teachable spirit

Education and Experience:

- Experience with volunteers/people management
- Degree in child development or ministry preferred

Physical Demands:

- Sitting or standing for long periods
- Lifting up to 20 pounds

Church staff must have a faithful commitment to Jesus Christ and must demonstrate enthusiastic support of the Articles of Faith, Mission Statement and Core Ministry Values.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.