



Position Title: Children's Ministry Coordinator - Northside Madison Campus
Reporting Relationship: Northside Madison Campus Pastor
Exempt Status: Part-time, Non-exempt

Ministry Description:

The Children's Ministry Coordinator is responsible for coordinating all aspects of our ministry to children. He or she works under the immediate supervision of the campus pastor, and works alongside other campus staff and leadership team.

Primary Responsibilities:

- Execute and teach children's ministry program materials
- Recruit and develop a team of adult volunteers to carry out ministry goals.
- Be a part of the planning and development of ministry
- Raise up volunteer leaders and train them in various areas of the Children's Ministries program.
- Ensure that church procedures and policies regarding safety of the children are carried out and updated as needed.
- Communicate on an ongoing bases with parents/guardians of children
- Perform other duties as assigned by campus pastor.
- Be an equipper. Find, invite and train people for ministry to multiply ministry.

Qualifications:

- Experience in children's ministry
- Experience working in low income neighborhood
- Maintains personal, spiritual, and professional growth
- Possesses a vibrant growing personal committed relationship with Christ.
- Experience working in multi-ethnic communities and with multi-ethnic students
- Embrace the mission and vision of Door Creek Church

Time

- Sunday AM: 4-5 hours

Personal Qualifications:

- Door Creek Church member who shares our values and vision for ministry and regularly nurtures their own spiritual growth
- 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 positive attitude and outlook
- 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 kids/volunteers
- Active affiliations: Door Creek Church attendee is preferred

Physical Demands

- Sitting 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