

Faithbridge Church
Kindergarten Coordinator

Position Assignment:

- Title: Kindergarten Coordinator
- Ministry Area/Dept: Kids Ministry
- Accountability: Elementary Director & Kids Min. Director
- Hours: Part time, 20 - 25 hours/week

Summary of Position:

The Kindergarten Coordinator is responsible for all areas of ministry offered to kindergartners. The Coordinator will help implement large group lessons and help plan and prepare small group activities for Sundays, recruit and lead volunteers and participate as a member of the Kids Ministry Team.

Purpose:

To provide a high-quality environment and programming to our kindergartners so that they understand they are created, treasured and loved by God. Kindergartners would understand that the gospel is life changing and we would disciple kids to then make more and stronger disciples. To recruit, train, guide, and share the vision of Faithbridge and Kids Ministry with the volunteers who serve with elementary kids.

Duties and Responsibilities:

Families/Kids

- Interact with kids in a real and relational way
- Communicate with parents so they feel connected to what is happening inside your grade level
- Create authentic relationships with kids to deepen their understanding of their faith
- Continue to find relevant and new ways to engage with kids

Curriculum

- Use curriculum provided, collaborate with the First and Second Grade coordinator to prepare large group lessons and small group activities and submit to Elementary Director at least two weeks prior to lesson
- Create materials list for each Sunday and submit to Elementary Director at least two weeks prior to lesson
- Prepare ahead of team planning meetings by reading curriculum and completing research of ideas
- May be asked to write curriculum for Sundays, VBS, special events
- Participate in planning and implementation for special events; including large church wide events where we offer kids programming

Volunteers

- Assist in recruiting, training, vetting, discovery and developing volunteers; both adults and youth.

- Schedule and communicate with servers on a consistent, weekly basis.
- Support servers with notes of encouragement and appreciation
- Support servers by seeking out relationships and prayer request, follow-up as needed
- Look for ways to disciple servers in their relationship with Christ

Team

- Maintain dialog with the Elementary Director and other team members regarding training requests, resources needed, behavioral and staffing issues, facilities issue
- Attend Monday morning KIDS ministry team meeting
- Attend weekly Elementary planning/debrief meetings
- Attend Sunday morning Elementary prayer meetings
- Participate in the planning and implementation for special events like VBS, Funday Sunday, Super Sunday, Easter, Christmas Eve, and future building campaigns.
- Communicate curriculum and supply needs to Elementary director and Operations Coordinator
- Participation in KIDS ministry special events including but not limited to VBS and Pine Cove
- Participate in position trainings and conferences whenever possible
- Perform extra duties in effort to be Team Jesus when needed
- Decorating and tear down for church wide special events

Room

- Brainstorm and implement monthly/theme set designs with Elementary Team
- Take ownership of grade level room décor for Sundays and Special Events
- Keep room fresh, inviting and happy for Sunday mornings
- Restock room supplies as needed
- Prepare and stock rooms for Sunday activities
- Help to maintain ministry storage in an organized fashion
- Make suggestions for items to add to room to increase excitement/engagement of kids

Organizational Relationship:

This position shall be directly accountable to the Kids Ministry Elementary Director, to the Kids Ministry Director, and to the Executive Pastor. This position will have contact with children, students, parents, church attendees, and paid staff.

Working Conditions:

Position is 20 - 25 hours per week. Work days are Sunday – Thursday (schedule can be agreed upon). Some events will require Friday/Saturday. Work may be done off campus under the supervision and guidance of Elementary Director and Kids Ministry Director.

Needed Attributes

Strong interpersonal skills, keen initiative, detail oriented, good organizational skills, discerning spirit in making decisions, a team player, and a teachable spirit. Spiritual gifts of teaching, creativity, leadership, and exhortation are helpful.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee Signature

Date

Print Name