



## Job Focus – Children’s Ministry Coordinator

### Position Overview

The Vernon Alliance Church Children’s Ministry Coordinator serves under the leadership of the Children’s Pastor as they facilitate ministry to kids, families, and children’s volunteers. This position supports an atmosphere that is fun, engaging, and spirit-empowered amongst children, parents/caregivers and volunteers.

### Role

This ministry role requires giftedness in areas such as leadership, administration, teaching, creativity, and shepherding. The coordinator role requires a humble and servant hearted individual who works in collaboration with the ministry team to provide excellent programming and ministry to children and families. The Children’s Ministry Coordinator will be an energetic, relational team player with leadership and organizational strengths.

### Working Relationships

- To work with and be accountable to the Children’s Pastor
- To work with staff, ministries and congregation as directed

### Qualities and Qualifications

- Be a committed follower of Christ and live a personal code of ethics consistent with Scripture and Vernon alliance church’s policies.
- Participate in the community and activities of Vernon Alliance Church on a consistent basis
- Sensitive to the Holy Spirit and full of prayer
- Loves working with children and desires to see the family as the primary source of faith and discipleship.
- Be committed to and supportive of the mission, vision, values, and direction of Vernon Alliance Church, and be able to maintain it.
- Creative, inventive and willing to try new things.
- Excellent communication, organization and administrative skills.
- Strong problem-solving skills and capacity to be flexible and adaptable.
- Possess the ability to lead, attract, recruit, motivate, equip, and encourage volunteers.
- Familiar with various computer and cloud-based software packages, including Microsoft Office and Planning Center
- Clear Criminal Records Check

### Position Status

- 18 hours per week - part-time contractual

### Position Expectations

Commitment to personal spiritual maturity and personal growth as you give yourself to spiritual formation, ministry experience and excellence, and growth in intentional community.

- Work closely with Vernon Alliance Church's Children's Pastor; keeping abreast of all planning, vision, events, and Sunday programming to ensure team alignment.
- In collaboration with Children's Pastor, ensure all volunteers are onboarded, screened and trained and scheduled.
- Oversee kids programming at both services Sunday morning being available to troubleshoots and support volunteer team. This may be with direct oversight or volunteered empowered. This includes:
  - set up and clean up of all activities and large group items
  - lead pre-service volunteer huddle
  - prepare tech and slides using ProPresenter
  - overseeing and scheduling volunteers (communicating, encouraging) and understanding all volunteer positions
  - leading small groups, storytelling, leading large group, and greeting at check in desk when necessary.
  - interacting with kids and families to ensure all feel welcome and belonging.
- Empower core team of volunteers to help with the implementation of weekend services. This includes prep support, large group leadership, and greeting.
- Edit and prep Sunday curriculum for preschool and elementary programs using GROW curriculum and occasionally creating special events, programs, curriculums. Gather and purchase required materials for all lessons.
- Collaborate with Children's Pastor to plan and execute kids and family events throughout the year. This includes volunteer training and appreciation, Christmas and Easter events, spring break, summer kids' day camp, outreach partnerships, prayer events, parent seminars, etc.
- Schedule, manage and communicate with volunteer teams using planning center.
- Oversight of preschool and elementary spaces and storage spaces. Ensuring they are well stocked, clean, organized and engaging for kids.
- Attend monthly staff meetings and ministry related meetings.

Rate of Pay - \$20 per hour.

This position is an immediate opening and will stay posted until filled. Interested applicants should email their resume and cover letter to [Kelly@vernonalliance.org](mailto:Kelly@vernonalliance.org). Vernon Alliance Church thanks all applicants, however only those receiving an interview will be contacted.