



Kids Ministry Coordinator

Overview

The Kids' Ministry Coordinator is responsible for overseeing and organizing all aspects of the Kids' Ministry at Waypoint Church for children ages 0-12. This includes oversight of Nursery, Kids' Church, and Kids' Sunday School, along with any other kids' events and programming. The Kids' Ministry Coordinator also organizes and discipless Kids' Ministry volunteers, and works to equip parents' for the discipleship of their children.

Job Responsibilities

- **Oversight and Planning**
 - Oversee Kids' Ministries (Ages 0-12) and develop a team of equipped volunteers to disciple children
 - Aid in the development and growth of Waypoint Kids' Ministries, including the inclusion of children with developmental disabilities
 - Work to equip parents for the discipleship of their children
- **Budget & Purchasing**
 - Assist with curriculum selection by considering age appropriateness and theological alignment of material
 - Manage the Kids' Ministry budget
- **Sunday Morning Service**
 - Before and after service, run the set-up and tear-down process for Kids' Ministries, ensure all volunteers are in place, and oversee the morning check-in process
 - Rotate serving in the Nursery, Kids' Church, and Kids Sunday School as needed. (We desire this person to both be able to actively attend church service and serve in a way that lightens the volunteer need)
- **Recruit and Schedule Volunteers**
 - Recruit volunteers for Kids' Ministry
 - Ensure coverage with volunteers and paid childcare workers for Kids' Ministry activities and events requiring childcare
- **Equip and Care for Kids' Ministry Volunteers**
 - Train team members equipping them with classroom management skills and other teaching competencies

- Care for and encourage Kids' Ministry volunteers, teachers, and leaders, check-in on their spiritual health, and ensure no one is overextending themselves
- **Ensure Policy Compliance**
 - Ensure compliance with child protection policies, training and background checks
 - Keep families and volunteers up to date of policy requirements

Qualifications for the position

Required:

- A follower of Jesus who serves as an example to children in the church and demonstrates an understanding of how the gospel transforms the lives of children and ministry volunteers
- Creative event planner and solid communicator with children and their parents
- A self-starter who can work autonomously and take ownership of ministry areas
- Experience leading a team of volunteers
- Willing to become a member of Waypoint Church and aligns with the beliefs and theology of the PCA
- Able to consistently attend most Sunday church services
- Competent with technology, including Planning Center, iPad and Bluetooth printers, and Google Workspace
- Comfortable navigating the changing environment that comes with working at a new church plant

Preferred:

- Bachelor's degree and/or some Biblical/Theological training in Christian education
- Experience overseeing a budget
- 1-3 years experience in children's ministry or classroom teaching

Time and Compensation

Compensation: \$24-28 per hour

Estimated Time Commitment: Approx. 15 hours per week

Reports to: Steve Stanton, Church Planting Pastor

How to Apply:

Send your Resume to Pastor Steve Stanton: steve@waypointcos.org