

JOB DESCRIPTION
COORDINATOR
CAMPUS: MEDINA EAST



Ministry Area: Children's Ministry

Ministry Position: Lil and Jr POWER Kids Coordinator

Time commitment: 20 hours/week, part-time, salaried, non-exempt status

Report to: Crystal Bennis, Director of Children's Ministry

Position Overview

The Lil' & Jr POWER Kids Coordinator serves to support the Children's Ministry of Grace Church Medina East Campus under the direction of the Director of Children's Ministry and leads with the heartbeat of pointing the next generation to a discipleship relationship with Jesus (Psalm 78 and Deuteronomy 6). The Lil' & Jr POWER Kids Coordinator creates the weekend service environments to help Jesus make sense to Lil' & Jr POWER Kids while helping them grow a God-centered world view and actively seeks ways to partner with parents in this area. This position plays a key role in equipping and growing the weekend service Lil' & Jr POWER Kids Volunteer teams, expresses vision, mission and helps to develop ministry strategy.

Essential Job Functions

- Oversee weekend services in POWER Kids: arrive before service to open rooms, welcome team, ensure volunteer schedule is set to create the best environments for kids and their families.
 - Expectation for typical weekend services is one (1) day of the weekend, rotating Saturday/Sunday among the Children's Ministry Staff team.
- Leads new and current volunteers with the mindset of discipleship to Jesus. Raises up new leaders with multiplication in mind.
 - Train, equip, and care for the Lil' & Jr POWER Kids Volunteer Teams. Weekly connects with the Lil' & Jr POWER Kids teams to equip, discuss issues, ensure adequate staffing, prepare for weekend services, etc. (John 15, Matthew 28).
 - Develop a smooth onboarding process for new Lil' & Jr POWER Kids Volunteers and teach them how to use and interact with the curriculum, helping Jesus make sense. Ensure volunteers progress through the onboarding process. Empower Lil' & Jr POWER Kids Volunteer Team to help Jesus make sense to the age they are serving.
- With the Director of Children's Ministry, ensure curriculum used in Lil' & Jr POWER Kids is grounded in the Bible and is Gospel-centered.
- Prepare curriculum/lessons for weekend services. Prepare rooms with needed supplies for weekend services.
- Alongside the Family Discipleship Coordinator, contribute to planning and implementing ways to improve partnering with parents and follow-up with kids and families after events like Bible Camp.
- Contribute to planning and implementing POWER Kids Events (Bible Camp, Family Game Nights, etc.)

- Weekly connect with Director of Children’s Ministry to discuss vision, strategy, planning, recruiting, equipping, and documenting.
- Rotate with POWER Kids Staff for POWER Kids Worship Team Practice and Childcare Set Up.
- Attends ministry area staff meetings and MEC All-Staff.

Technical Requirements

- Able to build and lead teams.
- Confidence in your use of technology. Skilled in Excel, MS Word, and Office (including Outlook).
- Acute attention to detail.
- Strong Communication skills

Spiritual Life

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Must have a teachable spirit and servant’s heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

General Requirements

- A committed and faithful attendee of Grace Church, Medina East Campus.
- Adheres to and support the vision and philosophy of Grace Church and its leadership including the Statement of Faith and Staff Creed.
- Has completed or is in the process of completing Discovery within the first six months of hire.
- Actively making disciples or moving toward disciple-making.
- Will care for others while appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always being concerned about the spiritual welfare of others.
- A solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Possess organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Handles confidential matters and material with integrity and humbleness within a team environment. Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Possess a strong work ethic (We are the recipients of the Lord’s money).
- Self-directed, organized and a self-starter. Pro-active and dependable.
- Has a heart focused on ministry, not just a job.
- Is willing to perform other duties as required in a spirit of servitude.
- Is proficient and confident in personal computer skills which include the programs of Microsoft Office; willing to learn in-house management systems such as GraceLINK, etc.
- Can maintain a high level of accuracy in preparing and entering information and develops processes to efficiently complete work.
- Strong administrative, communication, planning and interpersonal skills.

Measured By

- 30-60-90-day and annual review by the Director of Children’s Ministry.
- Input from leaders, staff, and volunteers.