



CHILDREN'S MINISTRY COORDINATOR

REDEEMER COMMUNITY CHURCH



At Redeemer, each team member plays a vital role in the ministry and care of our church family. Our prayer for our staff is that everyone would find their role personally fulfilling while also being supported and encouraged to pursue the Lord's calling in their life.



POSITION OVERVIEW

Redeemer's Children's Ministry seeks to serve families by teaching children God's Word and His gospel in engaging ways while ensuring that children are safe, welcome, and known. We hope to lead them to know, love, and serve the Lord throughout their lives.

To diligently and effectively work towards this mission, we are looking to expand the administrative support role on our team. The Children's Ministry Coordinator will play an essential role in shepherding our ministry's children, families, and volunteers.

This individual will report to the Children's Ministry Director and oversee the planning and programming of childcare for all of our non-Sunday events, which includes providing meaningful curriculum and activities for a variety of age groups, as well as recruiting and overseeing paid childcare workers and volunteers to ensure that they are present, equipped and supported to lead our classes well. Additionally, this team member will manage the administrative tasks involved in ministering to children and families on Sundays and at events throughout the year, which includes managing our database and preparing lesson supplies and facilities for any of our ministry activities. Lastly, this leader will oversee two Sunday services per week to ensure safety and efficacy of all children's classes, while building relationships with families and volunteers.



ROLES & RESPONSIBILITIES

SPECIAL EVENTS CHILDCARE OVERSIGHT & DEVELOPMENT

Non-Sunday Event Childcare Recruitment & Oversight

- + Recruits childcare volunteers and/or paid workers for all non-Sunday children's events
- + Oversees childcare during weekly women's Bible Studies
- + Welcomes and serves as the primary point of contact for childcare while building relationships with families and childcare workers who regularly participate in these events
- + Recruits and trains up trustworthy supervisors for additional events requiring childcare

Non-Sunday Events Curriculum and Activity Development

- + Prepares engaging resources and activities to be used during non-Sunday Events, including Women's Bible Study and all other non-Sunday events which offer childcare. The majority of these events are attended by preschoolers, but several will also include elementary ages.

Redeemer Kids Events

- + Works with the Redeemer Kids team to regularly host opportunities for children and families to participate in special services and events
- + Prepares and cleans-up non-Sunday events



SUNDAY SUPERVISION

- + Oversees two designated services each Sunday
- + Supervises and supports all staff and volunteers serving in the Children's Ministry to ensure the safety, security, and efficacy of ministry activities
- + Fills childcare gaps or takes action if emergencies or special needs for children arise
- + Welcomes and serves as a point of contact to build relationships with families and volunteers who regularly attend these services
- + Leads greeting team in capturing data from families and volunteers in responsible and sustainable ways

ADMINISTRATIVE COORDINATION

- + Executes printing, organization, and preparation of digital and printed curriculum and associated resources for all Redeemer Kids activities
- + Manages and maintains multi-database systems, including data collection and entry, and organization of data and processes to ensure our ministry's efficiency and connection to families and volunteers

REDEEMER KIDS FACILITY PREPARATION & MAINTENANCE

- + Attentive to the regular care and maintenance of all spaces and associated resources used for Redeemer Kids ministry activities
- + Ensures the cleanliness, functionality, security, and safety of classrooms and equipment



- + Prepares classrooms with lesson materials and regularly used supplies
- + Stocks regularly used supplies in classrooms and closets
- + Ensures classrooms, entry spaces, and closets are accessible, organized, and aesthetically pleasing before and after ministry activities
- + Reports issues requiring additional attention to the Children's Ministry Director



QUALIFICATIONS & REQUIREMENTS

- + A passionate love of the gospel of Christ and a desire to serve in the local church
- + A people-oriented person who enjoys interacting with children and parents
- + Covenant Member of Redeemer Community Church in good standing or a willingness to become a Covenant Member
- + Strong attention to detail
- + Ability to commit to standard office hours
- + Experience in an administrative role and/or early childhood classroom experience appreciated

JOB DETAILS

- + Reports to the Children's Ministry Director
- + Meets regularly with the Children's Ministry Director to communicate needs and developments within areas of focus
- + Attends weekly staff meetings and Redeemer Kids meetings
- + Regularly present for two services on Sundays with up to four absences on Sundays annually
- + Full-time position with benefits
- + Anticipated start date is June 2024



BENEFITS

Our prayer for our staff is that everyone would find their role personally fulfilling while also being supported and encouraged to pursue the Lord's calling in their life.

Redeemer seeks to provide each full-time staff member a well-rounded benefits and compensation package, including:

- + Paid time off that grows with each year of employment
- + Monthly "Benefits Bank" stipend that allows you to choose what benefits matter most to you, such as:
 - + Medical, dental, and/or vision insurance
 - + Life insurance
 - + Long-term disability insurance
 - + Retirement savings program
 - + HSA / FSA
 - + College savings
- + Retirement savings contribution with additional contribution matching
- + Short-term disability insurance
- + Staff support and care, including reimbursement for professional counseling sessions
- + Parental and bereavement leave
- + Mission trip leave

