

**Kids Ministry Coordinator**

**General Position Description**

The Kids Ministry Coordinator at Atlantic Shores Baptist Church comes alongside the Kids Ministry Director to coordinate all Kids Ministry activities in a way that fulfills the mission of the church to glorify God by making disciples of Jesus Christ who go and make disciples.

**Specific Duties and Responsibilities**

Follow alongside the vision for Kids Ministry in conjunction with Atlantic Shores Baptist Church vision and the Kids Ministry Director

Assists the Kids Ministry Director in recruiting, equipping and providing support to the Kids Ministry volunteers for programming such as Sundays, mid-week programs, VBS and other special programs.

Assists with stage design, large group coordination, hosting scripts, and overall production for VBS.

Engages in hands-on teaching ministry to children once a week for mid-week programing and on Sunday mornings in Large Group.

Assists the Kids Ministry Director in planning and carrying out family, preschool, and grade school fellowship events

Emphasizes and uses a relational ministry approach by developing and encouraging relationships with parents, families and volunteers.

Meets weekly with the Kids Ministry Director and participates in appropriate staff meetings.

Helps to coordinate and prepare Sunday morning curriculum and activities

Assists in programming Large Group for Sunday mornings (ProPresenter)

Volunteer paperwork – ensure that applications, ministry covenants, and background checks are up to date for all Kids Ministry volunteers.

Volunteer care – oversee blessings and appreciation (birthday and encouragement cards, events, etc.)

Assists with regular training of the Kids Ministry volunteers

Coordinates the placement & scheduling of all Kids Ministry volunteers

Fulfills other responsibilities as deemed necessary by the Kids Ministry Director

**Other Responsibilities and Expectations**

Pray for the people and families in your ministry and community.

Attend weekly staff chapel.

Develop spiritually through personal Bible reading, prayer, and Christian community.

With your family, participate in the overall life of the church and in a life group.

Participate in the life of the church financially by tithing.

Be a team player and maintain the unity of the body.

Enthusiastically support and live out the mission, vision, and strategy of the church.

“Guard the deposit entrusted to you.” 1 Timothy 6:20

Abide by the Ministry Team Covenant.

**Relationships**

Reports to the Kids Ministry Director

**Time**

Part time (30 hours per week)