



**Children's Ministry
Communication and Events
Coordinator**
Job Description

Individual:

FLSA Classification: Exempt

Accountable to: Kielyn Smith, Children's Director

Works with: Children's Ministry

Cooperates with: Student Ministry staff

Work schedule: Up to 40 hours per week. Monday – Wednesday: 9:00 a.m. – 5:00 p.m.

Thursday: 9:00 a.m. – 12:00 p.m.

Saturday: 3:00 pm – 7:30 p.m.

Sunday: 8:15 a.m. – 12:30 p.m.

Fellowship Bible Church mission: Helping people find and follow Jesus Christ.

Position Mission: To provide communication, leadership, and strategic planning for events and weekend ministry for a growing Children's Ministry.

Essential Functions:

Core

- Plan, implement, and follow-up for all events that include, but are not limited to:
 - Easter Egg Hunt
 - Super Kids Super Kamp and Junior Super Kids Super Kamp – Our annual weeklong camps each summer. Super Kids Super Kamp is for our elementary students going into 1st-6th grade and our Junior Super Kids Super Kamp is for children age 3 – kindergarten.
 - Mountain Trip – This is our annual trip each June for our 6th-grade students promoting into Student Ministry.
 - Family Fun Nights – These are events for children along with their families.
 - Underground Church – This is an event for our 5th and 6th-grade students one evening each year to gain an understanding of those throughout the world who do not have the freedoms we have to worship and follow Jesus.
- Recruit and staff volunteers for events.
- Lead and organize support staff and adult volunteers before, during, and after the event.
- Communicate with Family Ministry Administrative Assistant for events calendaring, set up, and tear down of events as well as to ensure timely execution and promotion of each event.
- Communicate and work with Facilities and Tech Arts to accomplish the vision and arrangements for space, promotions, flyers, brochures, signs, etc.

Weekend Responsibilities:

- 42 Weekends each year.
- Coordinate and manage the support staff for weekend Ministry
 - Fully staff, lead, and equip the Park Ranger team and communicate weekend expectations.
 - Communicate with Tech Arts team the weekend plan for all levels of Children's Ministry.
- Be available and with a radio during weekend services for needs that arise in all areas of Children's Ministry.
- Communicate with Security and Facilities needs during services.
- Assist in the recruitment of volunteers.
- Attend one service each weekend.



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Qualifications, Skills, and Abilities:

- Required to exercise initiative, creativity, and sound judgment without close supervision.
- Ability to prioritize and manage work to effectively and efficiently accomplishing tasks with excellence.
- Commit to personal growth.
- A commitment to this local church expressed through involvement in areas other than Children's Ministry.
- Reliable and self-motivated.
- Able to adapt to growth and change.
- Passionate and enthusiastic to see children transformed by Jesus.
- Has a desire to build teams and relationships with parents, children, and volunteers.
- Is a team player and exhibits this by having cooperative, healthy, and motivating relationships with others.
- Exhibits integrity and honesty.
- Exhibits professionalism, demonstrated by: a conscientious work ethic, appropriate speech and dress, and being willing and able to work at a fast pace with composure and flexibility.
- Set example for others to follow. It is essential for church leadership to be a role model and consistently walk with the Spirit. This may be expressed by: transparency in a personal relationship with Christ, intense prayer life, continual dependence on grace, servant-heart for others, strong team work ethic, flexibility, teachability, authentic love for non-believers to know Christ, balanced relational life with family and others, and a balanced financial condition.

Physical Demands:

- Communicate effectively with all individuals.
- Lift and move items up to 50 lbs.
- Sit or stand for long periods of time.
- Focus intently on projects.
- Read documents and work for extended periods of time on the computer.

Work Environment:

Fellowship desires to encourage and support staff in an authentic and joyful ministry together. We desire each staff person to be fulfilled and thriving in his or her relationship with God, spouse (if married), and family (if children). Fellowship is experiencing exponential growth, which means exponential change. We are here to facilitate a ministry with people and resources so each thrives to a cohesive and effective ministry. We encourage growth that will challenge, encourage, and refresh staff personally, as well as the respective ministries of involvement.

This job description does not state or imply that these are the only activities to be performed by the staff member holding this position. All staff members are required to follow other job-related instructions and to perform other job-related responsibilities as requested by a supervisor and/or church leadership.



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In accordance with the Americans with Disabilities Act, it is possible these requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on Fellowship. An individual seeking an accommodation should contact the Pastor of Ministries.

Wages are determined by the scope of the position and the experience of the incumbent. As a full-time position, benefits such as vacation, paid sick leave, holiday pay, health & dental insurance, etc.) can be available. Information on wages attributed to this position will be discussed separately.

Job descriptions are not intended to, and do not, create employment contracts. FBC maintains its status as an at-will employer. Employees can be terminated for any and all reasons not prohibited by law.

Employee Signature

Date

Employee Print Name

Supervisor Signature & Title

Date

Supervisor Print Name