



**JOB DESCRIPTION**  
**CHILDREN'S MINISTRY COORDINATOR**  
**CAMPUS: NE ATLANTA**

**Ministry Area:** NE Atlanta Campus  
**Ministry Position:** Coordinator  
**Time commitment:** 20 hours per week, part-time salary, non-exempt  
**Report to:** Carlos Tellez, Campus Pastor

**Position Overview**

The position of Children's Ministry Coordinator is to provide overall direction for the Children's Ministry in step with the vision and mission of Grace Church and the strategy of the NE Atlanta Campus.

**Essential Job Functions**

- Ensure all Life Groups operate in keeping with Grace Church's legal and ethical policies, including background checks, adult to child ratios, etc.
- Assess and research curricula that best fits the campus strategy and context in keeping with the vision and mission of Grace Church.
- Resource each Life Group with supplies necessary for effective Children's Ministry.
- Regularly communicate with the Power Kids ministry directors from other campuses to ensure being up-to-date with policies and best practices.
- Recruit, train, and resource a Children's Ministry point person in each Life Group who will be responsible for the recruitment and scheduling of Children's Ministry workers.
- Meet monthly with Life Group Children's Ministry point persons to inspire, train, and equip them in ministry.
- Offer regular (possibly every six months) training for Children's Ministry workers.
- Plan monthly celebration programming which includes recruiting and training volunteers.
- Meet weekly with campus staff to ensure vision and strategy is reflected in the Children's Ministry and to ensure all campus activities reflect our value of kids and students.
- All other tasks as requested.

**Technical Requirements**

- Excellent skills with Excel, MS Word, and Office (including Outlook)
- Confidence in your use of technology
- Willingness to learn website updating and maintenance, GraceLINK, etc.
- Acute attention to detail

## **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 (I John 5:14).

## **General Requirements**

- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith, Grace Values, and the Staff Creed.
- Have attended the campus introduction classes, or will attend within the first six months of being hired.
- Will care for others by 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.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Is self-directed and a self-starter being able to work independently with minimal supervision. Is pro-active and dependable.
- Has a heart that is focused on ministry, not just a job.
- 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.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

## **Measured By**

- 30-60-90-day review by the NE Atlanta Campus Pastor.
- Annual Review by the NE Atlanta Campus Pastor.
- Input from staff and volunteers.