

BRIDGE KIDS JOB DESCRIPTION

Coordinator

Bridge Kids exists to see kidmin leaders called, equipped, growing, and mentoring for the effective discipleship of the next generation.

Leadership Pipeline

Senior Leadership: Leads Church or Campus (Lead Pastor, Campus Pastor)

Director: Leads a Department (Worship Director, Children's Pastor, Youth Pastor, etc.)

Coordinator: Leads Team Captains (Kids Church, Girls Ministries, Preschool, etc.)

Team Captain: Leads Team Members (8:15 Kids Church, 5th Grade Stars, 8:45 Nursery, etc.)

Team Member: Leads Kids

Note: Depending on ministry size, leaders may serve in multiple roles. But leaders can only disciple 5-10 people. For more than 10 they must recruit the next tier down. For example, a Children's Pastor can be Kids Church Coordinator with 6 Team Members. But with more than 10, they cannot give leaders the needed attention and must lead through Team Captains.

Job Description
Coordinator

Build Teams.
Disciple Leaders.

Bridge Kids exists to see kidmin leaders called, equipped, growing, and mentoring for the effective discipleship of the next generation.

Coordinator
Build Teams · Disciple Leaders

“

When a kidmin leader focuses on kids everyone suffers. When a kidmin leader focuses on leaders everyone is served. – Vance Martin

”

To see kids transformed by Christ, you cannot do it by yourself. Coordinators do not minister directly to kids or organize programs; they build and manage TEAMS. Discipleing leaders is 95% of your job. Though other things may demand greater than 5% of your time, they should not steal your focus from your primary role. When you develop LEADERS, the program, parents, and kids get armies of well-equipped teams providing all they need. When your focus is on the kids, a small group has a good experience, but leaders don't grow, parents are neglected, and kids only experience what you can produce by yourself. So empower and validate your teams so the kids and parents have a community of well-equipped leaders serving and supporting them.

Goal 1 – Leaders Called

Get used to saying, "I see in you..."

Our lips are affirmation factories. You are constantly calling out the qualities you see in others. To do that, you must SEE people. You are called to lead and so is every believer you meet. You're not only leading kids, you're looking for teammates to join you in your mission. Help identify where people fit. Watch and listen to affirm people's qualities. Never ask, "Who can fill this role?" Always ask, "Where does this person fit?"

1. Invite. As you discover people's personalities, have ICNU conversations and tell them what gifts you see in them that they would enjoy developing on a Serve Team. Connect them with the leader of that team.
2. Connect. Put the right people together. Look for complementary personalities and put them together. People keep serving because of WHO they're serving with.
3. Multiply. Develop these skills in all your Team Captains. Each of your Team Captains is also inviting and connecting people, so help them develop the skills of seeing all people as leaders, having ICNU conversations, and connecting them to their ministry.

Goal 2 - Leaders Equipped

Get used to saying, "I just want to be clear..."

You and all your leaders should have radically clear expectations and communications. There is freedom in clear boundaries and expectations.

1. Screening. Every new leader must complete a process to serve in Bridge Kids which includes a Serve Team application, a background check, and completion of the training videos for their level of ministry.
2. Meeting. You or your Team Captains must meet with new leaders to verbally discuss the job description and verbally articulate all expectations, policies, and procedures.
3. Expectations. You or your Team Captains must give new leaders a written job description articulating all we expect them to do and how to do it.
4. Instruct. The leader overseeing the new position must ensure new leaders observe, shadow, and train in their role.
5. Equip. Coordinators and Team Captains must also give all leaders the tools, materials, and communication needed to do the works of the ministry.
6. Ongoing communication. Overseeing leaders must maintain communication systems for when people are scheduled to serve, ensuring every weekly position has a person in place. Everyone should know when they're serving in advance with ample time to prepare. Everyone must also know how and when to communicate absences.

Goal 3 - Leaders Growing

Get used to saying, "What's next for you?"

Continually express your expectation for your leaders to grow. You're more interested in their personal growth than what they do on your teams. This means everyone is always trying something they've never tried and improving something they're already doing.

1. Growing Faith. Ensure your Team Captains, and their Team Members are growing in their personal relationship with God. Talk about whether they are attending worship services, spending time in Prayer, Bible, and discipleship.
2. Growing Skills. Ensure Team Captains and Team Members are learning and improving ministry skills like teaching, performing, classroom management, equipment, etc.
3. Growing Positions. You and your Team Captains are looking for people with the potential skills and passion to move up. In another ICNU conversation, invite Team Members to shadow Team Captains and learn their jobs. Invite Team Captains to shadow you and learn your job. Pray about yourself, and perhaps shadow your Director and learn their job. God is calling people to move up to new ministries.

Goal 4 - Leaders Mentored

Get used to saying, "What do you think?"

For Coordinators, mentoring means building a Core Crew of 2-5 key leaders like Jesus did. These disciples assist, shadow, and help you lead your teams. Others should always be part of the development, creative process, planning, and execution of ministry.

Everyone should have a mentor and be a mentor. Ideally, the Director mentors you, you mentor your Core Crew and Team Captains, Team Captains mentor Team Members, Team Members mentor kids, and kids mentor their peers. It WILL be inconvenient to include others in your process, but the outcome is 2-5 people who know, understand, and can eventually do all you do. These five things happen:

1. Their growth. You build them by including them in the process which gives them input, buy in, excitement, and ownership of the ministry resulting in their growth as leaders.
2. Ministry growth. You improve the quality of your ministry by gaining more ideas, creativity, solutions, help, and viewpoints beyond just yourself.
3. Kingdom growth. You build God's Kingdom when Bridge Church adds services or campuses, and you have people who already know your job and can be the next ministry leader for a whole new group of people.
4. Support growth. You have built-in backup. You aren't the only one who can do something. You can step away for emergencies, vacations, and ICNU conversations. Other people share your load.
5. Future growth. You train your replacement because every position is temporary, and we all must pass the torch eventually to those we've mentored to succeed us.

Mentorship on any level requires being together. Mentors must regularly meet with, talk with, and eat with their teams and Core Crew in multiple ways. Examples may include pre-service prayer, planning days, setup/teardown, team meetings, one-on-ones, holiday events, etc. Being together takes time so no leader can handle mentoring more than 10 people. Jesus had 12 and we're not Jesus. Start with 2-5 or just the team you serve with.

Tasks

Your LEADERS are responsible for the following. Communicate and hold them accountable. Good leadership development results in successful kids ministry.

1. Team Culture. The health of your teams directly affects ministry to the kids. Bridge Kids is a culture of discipling leaders. Leaders should be helping each other grow. This culture is perpetuated at all conversations, leader meetings, and gatherings. **Serving as Coordinator includes planned connections at least 23 times per year.**
 - **Regular** Gatherings with your leaders (Just your program **12+ times/yr.**)
 - The purpose is to connect & allow everyone to inform each other of things they should know. Anything from pre-service huddles to casual lunches to formal meetings qualify. Coordinators must connect with teams at least once a month.
 - **Bi-monthly** Coordinator Lunch (Just Coordinators)
 - **Quarterly** Kidmin Leader Rally (All Kidmin Leaders)
 - **Annual** BC Family Meeting (Whole Church)
2. Bring Faith Home. Teams are expected to communicate, reinforce, and reward tools for families to practice faith and spiritual disciplines like Bible reading and prayer at home. Additional parent programs and resources are also encouraged.
3. Content. What your teams teach the children matters. Content should be scriptural, gospel-centered, engaging, fun, creative, applicable, developed in advance, and WELL PREPARED. This involves working from a curriculum shared by all campuses. Though the same source material is used, teams are expected to adapt it to the unique leaders, resources, and culture of their group.
4. Materials. Teams must ensure schedules, lesson plans, craft supplies, object lessons, games, costumes, etc. are communicated and prepared before the day of ministry.
5. Safety & Security. Teams must ensure the secure check in and check out of all students using Planning Center Check Ins and be familiar with established safety policies.
6. Classroom Management. Teams are expected to maintain order in their groups. Kids need structure. A well-planned schedule of activities should be maintained, kids should know the rules and consequences, and leaders should follow through.
7. Environment. Teams should create and maintain a clean, well-organized physical space. Teams should also maintain a culture that makes kids feel emotionally, spiritually, and physically safe.
8. Fun and Creativity. Teams are expected to have fun! All leaders are encouraged to improve the content they are given. Teams should remain constantly aware of whether the kids are enjoying themselves and improve things if needed.
9. Cross-Campus Unity. Teams should be intentional about creating an experience that feels the same between all campuses. Refer to the separate Unified Playbook which articulates which components should be identical, similar, or different.