

COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
Kids Coordinator	Campus Development - Downtown Campus	Campus Pastor - Downtown
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt FLSA - Ministerial Exempt.	03.2026- cdb/HR

WHO WE ARE

We are guided by our fundamental values, our CORE4, which define our culture, but it's our mission that drives everything we do: to **LEAD OTHERS TO A LIFE-CHANGING RELATIONSHIP WITH JESUS.**

- **Roof Wrecker (RW):** Willing to go above and beyond to help others connect with Jesus.
- **Game Changer (GC):** Committed to doing whatever it takes to advance the Kingdom.
- **Ephesians 4 (E4):** Focused on raising others up to fulfill their potential and contribute.
- **We Over Me (W/M):** Prioritizing the good of the team over personal gain.

POSITION SUMMARY

Supports the Kids Ministry weekly operations at the Downtown Campus, overseeing curriculum preparation, classroom readiness, volunteer onboarding and equipping, and guest follow-up. Prioritizes a safe, welcoming, and engaging Sunday environment for children and families while partnering with Kids Ministry leadership and the central team to develop volunteers, maintain resources, and advance the church's mission to lead others to a life-changing relationship with Jesus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- **Curriculum & Classroom Preparation (RW, GC, E4):** Attend weekly curriculum feedback meetings; recruit, equip, and lead volunteers to assist with picking up and organizing monthly curriculum, preparing curriculum folders for Elementary, PreK, Toddlers, and Infants, assembling weekly classroom supply boxes, and setting up/resetting classrooms for Sunday services; personally review lessons in advance and gather/order necessary supplies; oversee and maintain resource inventory and supply records to ensure classrooms are ready and resourced.
- **Sunday Support (W/M, GC, RW):** Ensure all curriculum materials (large group, small group, activity pages, memory verse) are prepared; organize and staff 2-4 Elementary small groups depending on attendance; manage A/V setup (TVs/Apple TV/Playlister) and play music in PreK drop zone during check-in; support check-in as needed; assist with stage or room setup for monthly themes within budget and space constraints.
- **Guest & Volunteer Care (E4, W/M, RW):** Monitor first-time visitor workflows and verify information; send handwritten visitor postcards and follow-up communication; process prospective volunteers (confirm membership, application, baptism status, background checks); set up required training and ensure completion before serving; assist with volunteer orientation during Growth Track (Week 4); reinforce child safety policies including the two-adult rule.
- **Ongoing Care & Administration (W/M, E4, RW):** Send birthday and appreciation communications to children and volunteers; gather curriculum feedback from lead teachers; complete central supply pick-ups and procure needed materials within budget; maintain administrative records and supply spreadsheets; perform additional duties as assigned.
- **Additional Duties (E4, W/M):** This job description is not all-inclusive. Additional responsibilities related to campus or community engagement and ministry support may be assigned as needed.

COMMITMENT TO CHRIST and CCC

- Demonstrates a personal relationship with Jesus Christ and actively engages in spiritual growth.
- Participates in regular accountability with a designated staff partner or approved individual.
- Adheres to the Mission, Vision, Core Values, Philosophy of Ministry, and Statement of Faith of CCC.
- Supports and upholds the policies and procedures outlined in the CCC Employee Handbook.

TEAMWORK and PROFESSIONALISM

- Embraces a collaborative team mindset and actively contributes to the objectives of the Vision & Strategy Team (VST).
- Maintains the highest standard of personal conduct and lifestyle, as outlined in the Team Assumptions.
- Demonstrates a commitment to excellence in all work, recognizing its significance.

MINIMUM QUALIFICATIONS

Education:

- Minimum of a Bachelor's Degree from an accredited college or university, preferred
- Consideration will be given to candidates having experience and demonstrated proficiency in the field.

Experience:

- Experience in an administrative and/or coordinator role, preferably in a church or other non-profit organization.

Knowledge, skills, and gifts:

- **Character, Attitude, and Mission Alignment:** Strong work ethic; embodies Christ-like values—integrity, respect, empathy—and aligns with the mission and values of Compassion.
- **Ministry Experience, Passion, and Heart for Families:** Proven ministry experience with a passion for sharing Jesus and a genuine heart for children and families.
- **Safety, Confidentiality, and Stewardship (Problem-Solving & Communication):** Effective problem-solver with excellent written and verbal communication skills; able to maintain and protect confidentiality and uphold safety standards (including Generations Protection Standards).
- **Interpersonal, Recruitment, and Leadership Skills:** Excellent relational skills; proven ability to work with diverse people and personalities; motivated and effective recruiter and manager of Serve Team members who equips and fosters a collaborative team environment.
- **Organizational, Planning, and Detail Orientation:** Strong organizational and planning abilities; detail-oriented and proactive.
- **Technical Proficiency:** Excellent computer skills with proficiency in Google applications.

EMPLOYEE ACKNOWLEDGEMENT

I understand and acknowledge that my employment with Compassion Christian Church is "at-will," meaning it can be terminated by either party at any time, with or without reason, and with or without notice. This job description, along with any other provided documents, does not constitute an employment contract or guarantee of continued employment.

I have read and understand the contents of this job description. I understand that it may be subject to change and does not alter my "at-will" employment status.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____