



Church of the Resurrection

To Know Christ and Make Him Known

Position: Children's Ministry Coordinator (*Full time or $\frac{2}{3}$ time*)

The Children's Ministry Coordinator fulfills Resurrection's mission to "*Know Christ and Make Him Known*" by creating structures and recruiting, equipping, and leading a volunteer team to implement the overall Children's ministry strategic plan. Working with our current Director of Children's Ministry, Claire Trainor, this role will be responsible for implementing and overseeing programming that shares the gospel and makes disciples of children age newborn to 7th grade.

Role and Responsibilities

Ministry Leadership and Planning:

- Strategic planning and organizing
- Plan and oversee yearly calendar
- Raise up Teams and Lay leaders who can disciple and lead others and delegate clear roles and responsibilities to them
- Safeguarding:
 - Schedule Trainings (Claire, Hilary and Deb)
 - Communicate with Becca, Communications and other Ministries
 - Ensure ResKids follows all requirements

Volunteer Coordination:

- Volunteer recruitment, onboarding and training
- Managing forms and communications in CCB and Mailchimp
- Schedule volunteers and childcare workers for Sunday Morning ResKids and other Ministry events (Res101, Alpha, Living Classrooms)

Sunday Morning ResKids

- Coordinate and oversee Sunday morning operations
- Fill in as needed

Large events: EFFD, Camp and Movie Nights

- Build Teams of Volunteers
- Purchase supplies, design and execute within budget

Administrative:

- Maintain the email databases
- Create CCB forms, sign ups and registrations
- Create and send communications and weekly emails with graphics
- Edit videos (lyric videos, promotional videos, volunteer videos)

New Teams/Goals:

- Build team for Pre-Teen ministry
- Build team and schedule Safety Monitors
- Recruit prayer team