



# New Life

EVANGELICAL FREE CHURCH

## Kids Ministry Coordinator

### Position Description

#### Definition

The Kids Ministry Coordinator will provide team-based leadership to the Kids Ministry through curriculum development and implementation, volunteer recruitment/training/scheduling, equipping parents, and planning/executing events.

#### Reporting Structure

The Kids Ministry Coordinator reports to the Director of Disciple-by-Doing.

#### Qualifications

1. Must meet qualifications of 1 Timothy 3:8-13.
2. Give testimony and life witness of spiritual gifts relevant to vocational ministry.
3. Display a learner posture and an eagerness to grow personally, spiritually, and professionally.
4. Have a growing knowledge of Scripture and an ability to apply Scriptural principles in ministry.
5. Be a stable, mature, and growing Christian with a healthy personal and family life.
6. Be committed to developing a team approach to ministry.
7. Be in agreement with the doctrinal positions and mission/vision of New Life EFC.
8. Have a love for kids and be committed to investing in their lives with the gospel.
9. Must complete the EFC Gateway course (or equivalent training in-house).

#### Responsibilities

20 hours / week

- Develop and implement short and long-term ministry goals.
- Oversee a team of volunteer leaders and equip them for effective ministry.
- Select, organize, and train teachers in the use of quality curriculum.
- Manage child safety protocols and coordinate MinistrySafe implementation.
- Coordinate schedules and calendars for all New Life Kids events.
- Lead seasonal/holiday events or programs (such as the Christmas program).
- Develop fruitful relationships with parents and equip them to disciple their children.
- Participate in staff meetings, leadership retreats, and check-ins with supervisor.
- Regularly attend NCD children's ministry networks and district conferences.
- Be willing to serve in additional capacities as determined by the supervisor.