



Kids' Ministry Coordinator – K-5 Job Description April 2022

Position Title: Kids' Ministry Coordinator – K-5
Status: Part-time (25 hours per week)
Reporting Relationship: Reports to the Executive Pastor

THE ROLE

Position Summary: The Elementary Coordinator is responsible for executing all elements of our core ministries for students Kindergarten – 5th Grade. They will be a vital member of the Kids' Ministry Team which is made up of staff and volunteer leaders carrying out the vision and values of our Kids' Ministry.

Personal Note: It is an exciting season of refreshment at Wayzata Free Church. In March of 2022, our congregation voted to change our church's name to "WestGate Church". As we roll out our name change, we are excited about the opportunity to refresh and reset our core ministries. Embracing and empowering kids along their spiritual journey is an essential part of this process, and we look forward to bringing leaders into our team who will help this new season take shape.

WHO YOU ARE

Character & Personality

- Growing relationship with Jesus
- Love for elementary school kids and calling to guide them in their spiritual journey
- Fully supportive of our church's *Statement of Faith*
- Excited about our church's *Vision & Values*
- Functions well as a team player
- Gifted in relationship-building, administration, and teaching

Personal Qualifications

- High energy with a passion for building relationships with kids, parents and volunteers
- Plans, organizes, and schedules in a productive manner
- Creative thinker & innovator
- Detail oriented yet capable of seeing the big picture
- Ability to accept direction and constructive feedback with humility

Education and Experience

- Based on experience

PRIMARY DUTIES AND RESPONSIBILITIES

Ministering to Kids and Families



- Get to know kids' names and personal stories to provide effective care and leadership
- Warmly and intentionally welcome and onboard new families to the ministry

Volunteer Leadership

- Get to know volunteers' personal stories to provide effective care and leadership
- Recruit and train new volunteers
- Schedule volunteers for Sunday program, Wednesday program and special events
- Develop a regular rhythm of showing appreciation for volunteers

Curriculum and Program

- Collect and prepare supplies and materials for Sunday program, Wednesday program and special events
- Teach large group programs and/or schedule team of teachers to effectively communicate lessons/messages that drive core learning objectives
- Collaborate with Executive Pastor to develop and solidify curriculum calendar

Family Communication

- Inform and inspire parents/guardians to actively participate in kids' spiritual formation through email, text message, phone calls and in person conversations
- Send weekly email blasts with resources for ministry at home
- Effectively respond to special requests and needs of families with children in the ministry
- Manage registrations and track attendance

Kids' Ministry Team

- Attend weekly team meetings (virtually or in person)
- Collaborate with other staff and volunteer team members to ensure mutual support and accountability
- Plan and execute family-oriented events

QUALIFICATIONS (Required)

- Proven passion for instilling faith in elementary school children
- Experience as primary leader within an elementary classroom or kids' ministry environment
- Able to be on-site to lead programs most Sunday mornings and Wednesday nights
- Self-starter and able to effectively manage schedule to accomplish weekly tasks

QUALIFICATIONS (Preferred)

- History of creating and/or executing upon specific learning objectives
- Familiarity with a variety of children's ministry curriculums
- Bachelor's Degree, Associate's Degree or Certificate in children's ministry or related field