



Title: Kids Community Sunday Coordinator
Classification: Variable Hour Staff
FLSA Category: Non-exempt
Team: Kids Community Team
Team Lead: Kids Community Director
Direct Reports: N/A
Campus: Weymouth Campus
Date of Revision: 7.28.2022

Purpose: To bring hands-on leadership to the children's ministry of the assigned campus in collaboration with the Team Lead. Position is approved for 10 hours per week; Sunday morning hours, four hours either Monday or Tuesday during office hours and in-person, and the remainder of hours can be completed remotely and at your discretion.

Essential Responsibilities:

1. Kids' Community Programs - 40%
 - a. Assist in the preparation for weekly children's programs, including editing/preparing curriculum.
 - b. Prioritize the safety of children and families at the assigned campus.
 - c. Facilitate events and experiences that encourage the discipleship of children and parents at the assigned campus.
 - d. Assist in carrying out milestones for families, ex. Parent Child Dedication.
 - e. Collaborate to create opportunities for families to build relationships with one another.
 - f. Provide resources and training materials that help parents disciple their children.
2. Relational Ministry Duties - 25%
 - a. Meet with and provide relational investment and leadership to volunteers, those that attend Heartland Community Church ("Heartland") and any interested in learning about Heartland.
 - b. Participate in Heartland's Membership Process.
3. Leadership Development - 15%
 - a. Recruit and develop a team of volunteers to execute children's ministry programs.
 - b. Regularly meet with volunteers to aid in retention.
4. Administrative Work - 15%
 - a. Database updates, communication, and scheduling volunteers.
 - b. Participate in Heartland team meetings and corresponding responsibilities.
5. Missions Duties - 5%
 - a. Participate in Missions Ministry by assisting with planning, recruiting for events, and/or sharing transformation stories on the Wall of Transformation as assigned.

Position Expectations: 65% Internal / 35% External

Minimum Qualifications:

- High school diploma or equivalent required.
- Children's ministry experience preferred.
- Satisfactory results on background check process.
- Able to read, write, and follow verbal instructions in Standard English.



Required Skills:

- Prioritizes their own spiritual formation.
- Passionate about living out the Heartland Mission to Find, Follow and Share the love of Jesus by being Welcoming, Real and Transforming.
- Computer literate in Google suite required.
- Prefers working in a fast-paced, always-changing environment.

Physical/Other Requirements:

Must regularly lift or move up to 20 pounds and occasionally lift or move up to 50 pounds, using proper lifting techniques such as lifting or moving equipment or help from another staff member.

Working Conditions:

This position offers a flexible working environment with a variety of workspaces due to the expectation of a high percentage of external work. Some local travel will be expected to attend meetings.

Disclaimer:

Please note this position profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this position. Duties, responsibilities and activities may change at any time with or without notice.