

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Children's Coordinator

Department: Children's Ministry

Hired By: Minister to Children

Reports To: Minister to Children

Campus: Cypress

Status: Part Time

Employment Category:

Summary of Position: Our mission is twofold: Provide children with a foundation for faith in Jesus and develop that faith through teaching and discipleship. Build trusted, meaningful relationships with families and equip them to disciple their children. **Values:** Godly, Effective, Excellent **Godly** in behavior, decisions, choices. Doing your very best to follow and imitate Jesus. Being disciplined and discipling others. **Effective** in ministry and mission. **Excellent** Giving and presenting your very best. Going above and beyond expectations whenever possible. "...and then some."

Purpose: Coordinating, planning, and implementing Elementary programming for Wednesday Nights and recruiting, training, scheduling, and overseeing of volunteers for those programs (WAKE and BLAST). Assisting Children's Ministry staff with resources for regular programming and special events.

Time Commitment varies based on event schedule, no more than 29 hours per week:

- Approximately 10-12 hours per week planning, preparation, and organization
- 2-3 hours per month First Kids team meeting
- 2-3 hours per month meeting with Minister to Children/Children's Associate/Children's Administrative Assistant/Kids' Worship Coordinator

Duties and Responsibilities:

- Coordinate with Minister to Children and Children's Associate to plan, edit, and implement Wednesday night curriculum
- Assist with recruiting, training, and scheduling Wednesday night volunteers
- Oversee the team preparing Children's LBS curriculum supply boxes
- Assist First Kids staff to prepare supplies for large events
- Order and stock general Children's supplies
- Organize and maintain Children's resource room

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

- Language skills Math skills Reasoning ability
- Computer skills: Windows Mac MS Office MS Outlook
- Other: Google Drive, Rock Membership Database, Canva
- Administration Service to others Teacher/Leader
- Good Communication skills Team builder Self-disciplined
- Servant leader Decision maker Strong work ethic
- Empathy for ministry partners Attention to detail
- Other:

Education and/or Experience: Select all that apply

- College graduate preferred Administrative Experience Personnel Management
- Church Staff experience preferred Other: [Click here to enter text.](#)

Organizational Relationships: Reports to Minister to Children

Working Conditions: Select all that apply

- 40 hour work week Additional hours as needed Occasional off-campus activities
- Continuing Education Specialized training Occasional travel
- Other: [Click here to enter text.](#)

Prepared By: Patrick Simpson

Title: Minister to Children

Date Prepared or Revised: October 28, 2024

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name