

Individual:

Accountable to: Kielyn Smith, Children's Director

Works with: Children's Ministry Team and Family Ministry Team

Work schedule: 15 Hours Per Week. **Required Times (14 hours):**

Monday: 5:30 – 9:00 PM

Tuesday: 9:00 a.m. – 12:00 p.m. and 5:30 p.m. – 9:00 PM

Thursday: 9:00 a.m. – 12:00 p.m.

Any church wide events (Mission Conference in the Fall, ShareFest, Worship Nights, Date Night, etc.)

FLSA Classification:

Fellowship Bible Church mission: Helping people find and follow Jesus Christ.

Position Mission: To focus their time and energy on a safe and enjoyable environment for children, birth through 5<sup>th</sup> grade, to be ministered to, at Fellowship Bible Church during ministry week night events, and church wide events. They will recruit, lead, and support childcare workers and volunteers and be the primary contact for parents during church wide events and ministry nights on Mondays and Tuesdays.

Essential Functions:

Core

- Recruits, trains, and supports paid staff and volunteers for childcare ministry.
- Oversees childcare while ensuring that proper procedures for welcoming, ministering, and supervising kids are followed.
- Coordinates a childcare team to meet the needs of children birth through 5<sup>th</sup>- grade.
- Childcare Worker Management – recruiting, training, and scheduling volunteers, communicate with and provide support.
- Will be responsible for ensuring that all childcare workers/volunteers have completed the necessary requirements per the Children's Ministry Handbook at Fellowship Bible Church.
- Supplies – Maintaining inventory of equipment, ensuring age appropriate toys and activities are available for each stage of development in the Nursery classrooms.
- Will be responsible for ensuring Children's areas readiness in preparation for children's arrival.
- Communicate with Family Ministry Administrative Assistant for needs in Church Community Builder for child check-in.

Other Weekly Responsibilities:

- Attend weekly all-staff meeting
- Regular meetings with Children's Director
- Regular Meetings with Family Ministry Team.

Qualifications, Skills, and Abilities:

- Passionate and enthusiastic to see children transformed by Jesus.
- Required to exercise initiative, creativity and sound judgment without close supervision.
- Ability to prioritize and manage work to effectively and efficiently accomplishing tasks with excellence.
- Commit to personal growth.
- A commitment to the local church expressed through involvement.
- Reliable and self-motivated.
- Able to adapt to growth and change.

- Has a desire to build teams and relationships with children, parents, and volunteers.
- Is a team player and exhibits this by having cooperative, healthy and motivating relationships with others.
- Exhibits integrity and honesty.
- Exhibits professionalism, demonstrated by: a conscientious work ethic, appropriate speech and dress, and be willing and able to work at a fast pace with composure and flexibility.
- Set example for others to follow. It is essential for church leadership to be a role model and consistently walk with the Spirit. This may be expressed by: transparency in a personal relationship with Christ, intense prayer life, continual dependence on grace, servant-heart for others, strong team work ethic, flexibility, teachability, authentic love for non-believers to know Christ, balanced relational life with family and others, and a balanced financial condition.

**Physical Demands:**

- Communicate effectively with all individuals.
- Lift and move items up to 50 lbs.
- Sit or stand for long periods of time.
- Focus intently on projects.
- Read documents and work for extended periods of time on the computer.

**Work Environment:**

Fellowship desires to encourage and support staff in an authentic and joyful ministry together. We desire each staff person to be fulfilled and thriving in his or her relationship with God, spouse (if married), and family (if children). Fellowship is experiencing exponential growth, which means exponential change. We are here to facilitate a ministry with people and resources so each thrives to a cohesive and effective ministry. We encourage growth that will challenge, encourage, and refresh staff personally, as well as the respective ministries of involvement.

This job description does not state or imply that these are the only activities to be performed by the staff member holding this position. Staff is required to follow other job-related instructions and to perform other job-related responsibilities as requested by their supervisor and/or church leadership.

In accordance with the Americans with Disabilities Act, it is possible these requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on Fellowship. An individual seeking an accommodation should contact the Pastor of Ministries.

Wages are determined by the scope of the position and the experience of the incumbent. As a part-time position, no benefits (vacation, paid sick leave, holiday pay, health insurance, etc.) are available. Information on wages attributed to this position will be discussed separately.

Job descriptions are not intended to, and do not, create employment contracts. FBC maintains its status as an at-will employer. Employees can be terminated for any and all reasons not prohibited by law.



**Children's Ministry  
Childcare Coordinator**  
*Job Description*

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Supervisor Signature & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Print Name