

FHPC KIDS COORDINATOR | REPORTS TO FAMILY MINISTRY DIRECTOR

Part Time 15 Hours (approximate) September- May/June (possible 40 hours June-August)

RESPONSIBILITIES

Planning and executing Sunday mornings (Sunday 8:30AM- NOON)

- Curating and printing lessons for each classroom
- Gathering and purchasing materials needed
- Creating a weekly power point (announcements, music. Story, etc.)
- Communicating with volunteers the weekly plan
- Present for volunteers on Sunday morning
- Setting up/tearing down used materials each week
- Stepping in to teach if needed
- Being present at the check-in kiosk before the service
- Welcoming and registering families on Sunday mornings
- Alternate with Family Ministry Director for children's time (at least once a month)
- Creating an inviting space for the Children's Ministry area & classrooms

Participating in and leading ENGAGE/HANG OUT TIME (Sunday 10:30AM- NOON)

- Leading students who are not doing worship arts (10:30AM- 11:00AM)
- Helping with worship arts (if skillset allows)
- Planning, and executing hang out time with Prek-5th (11AM- NOON)

Communicating with the Family Ministries Director

- Weekly meeting to check-in and coordinate duties for upcoming events

Attending & co-leading Kids Night Out with the Family Ministry Director

- Researching and preparing crafts for the craft room
- Purchasing materials for Kids Night Out
- Present to help where needed from 4-10PM

Assisting in the planning and co-leading of Family Events throughout the year

- Assisting in the planning & execution of family events
- Being present for the event
- Assisting/being present at the Christmas pageant (Dec) & Youth Sunday (May)
- Assisting /being present for 4th/5th camp (Nov) & All Church Retreat (Jan) weekends

Administrative duties

- Maintain calendar of events in Kid Space
- Maintain the Children's Ministry closets with materials and keep them organized

Building relationships with students & families

- Always welcoming and talking to families
- Showing interest in children (learning names, likes, asking questions etc.)

Other duties as needed

- Other duties may be added to this list per the Family Ministry Director or Pastor

WEEKLY BREAKDOWN OF HOURS

SUNDAY | 8:30AM- NOON | 3.50 hours a week

SHOPPING | up to 1 hours offsite each week | 1.00 hours a week

KIDS NIGHT OUT | one Friday a month (oct-may) from 4:00PM- 10:00PM | 1.50 hours a week

PLANNING, PREPPING & COMMUNICATING FOR SUNDAY | 5.00 hours a week

PLANNING, PREPPING & EXECUTING FAMILIY EVENTS | 1.00 hour a week

MEETING/COORDINATING WITH FAMILY MINISTRY DIRECTOR | 1.00 hour a week

OTHER THINGS/ADMIN DUTIES AS REQUESTED | 2.00 hours a week