



Job Posting  
Children's Ministry Coordinator

## Children's Ministry Coordinator

### **Work schedule:**

Flexible, Part-time 10-15 hours per week. Need to be available for ministry work during Weekend Services, Events, and Midweek Services.

### **Fellowship Hi-Crest mission and values:**

The mission of Fellowship Hi-Crest is to walk with others in the community through the power of Jesus Christ. Our core values are Disciple-Making, Community, Relevant, Biblically Balanced, and Service.

### **Core Essential Functions:**

- Implement activities and curriculum for children, Pre-K through 5<sup>th</sup> grade, that provide children with an age-appropriate means to grow in their faith through Scripture memorization, small group, service, and disciplines.
- Build and retain part-time staff and volunteer teams through recruitment, equipping, and encouragement.
- Develop and lead a teaching team for the Elementary Children's ministry large group time.
- Engage in and build relationships with children and their parents.
- Develop and Maintain online discipleship pathways for children and families using available digital platforms.
- Schedule Volunteer Teams for Weekend Programming
- Work with Children's Ministry Team to prepare curriculum for weekend programming.
- Work with Children's Ministry Team to schedule Social Media Posts and Parent Cue emails
- Plan and lead special Children's Ministry events, including but not limited to Baptism Classes, Parent Meetings, and Promotion Sunday.
- Attend Hi-Crest Weekly Prayer Meetings, Monthly Staff Meetings, and Quarterly Strategic Planning Meetings

### **Qualifications, Skills, and Abilities:**

- Effective communicator (verbal, written, and body language).
- Successful experience volunteering or working in childcare positions.
- Ability to prioritize and manage own work and the work of others to effectively and efficiently accomplishes the tasks with excellence.
- Must be at least 16 years old to assist. Must be 18 years old to lead.

### **Personal Characteristics:**

- Commit to Personal Growth.
- Set an example for others to follow. It is essential for someone in church leadership to be a role model and consistently walk with the Spirit.
- Excellent Communicator



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- Investing in the lives of children, seeing their lives changed by helping them to build upon a foundation of faith

**Work Environment:**

FHC desires to encourage and support staff in an authentic and joyful ministry together. We desire each staff person to be fulfilled and thrive in their relationship with God, spouse (if married), and family (if children). FHC is experiencing exponential growth, which means exponential change. We are here to facilitate a ministry with people and resources, so each thrives in a cohesive and effective ministry. We endeavor to provide a salary package that removes the emphasis from meeting material needs and frees time to serve the Lord, family, and others with passion, focus, excellence, and creativity. We encourage growth that will challenge, encourage, and refresh staff personally, as well as the respective ministries of oversight.

**To Apply:**

Interested candidates must submit a resume and a written statement regarding their personal relationship with Jesus Christ.