

Kid/Student Ministry Coordinator

(up to 20 hours per week)

SUMMARY

The Kid and Student Ministry Coordinator is a part-time paid position at LAC, with the primary focus to support the Kid and Student Ministry of LAC.

To apply for this position, please submit a resume and cover letter to bonnie@springsiac.org.

JOB DESCRIPTION

Soul Care

Have a day of rest (no church work) at least one day a week

Meet with God each day to personally worship, pray, and be in Scripture

Meet regularly with a soul companion (mentor, confessor, spiritual director, counselor, etc.)

Invest in healthy relationships with family and friends

Rhythms

Meet regularly with Kid and Student Pastors for planning and encouragement

Meet 2x monthly with the Staff Team. Join other occasional team meetings as needed.

The 20 hours per week designation is for normative weeks, and does not account for overnights or weeklong events. Planning time for these events will take place in consultation with Kid and Student Ministry Pastors.

Responsibilities

These responsibilities are intentionally broad to account for the skills and passions of the person in this role, and will be specified in tasks as assigned. This is intended to give the general scope of this role. Percentages represent a guide to expected time in each area.

- Kid Ministry (75%) *(this will likely shift higher based on Student Pastor needs)*
 - Support the administrative needs of Kid Ministry.
 - Assist in the finding of substitutes for Kid Ministry roles.
 - Support the resourcing and communication with Parents.
 - Support Sunday Morning Kid Ministry by filling assigned roles, including classroom
 - Responsible for stocking of a necessary materials for Kid Ministry
 - Responsible for all communication and planning preschool classes
 - Complete all prep work for preschool and elementary classes
 - Support 56 Monday night by filling assigned roles as needed
 - Support the planning and oversight of Kid Ministry events
 - Support the onboarding of new volunteer leaders, such as new leader observation.
- Student Ministry (20%) *(this will likely shift lower based on Student Pastor needs)*

- Support the database and administrative needs of the Student Ministry
- Primary Student Life Group Leader resource and support
- Assist in event planning logistics
- Support the MAP of Student Ministry to IAC, Parents, students
- General IAC Support (5%)
 - Responsible for maintaining the Ministry Safe database including overseeing the onboarding for new volunteers and keeping current volunteers certified
 - Point person for the annual Holistic Safety Training
 - Assist with Planning Center needs (database maintenance, etc)
 - Partner with needed teams for keeping spaces clean and organized
 - Support Liturgical Ministry on Sundays as available/needed