



Kid's Ministry Coordinator Job Description

General Information:

Position Title: Kids Ministry Coordinator

Reports to: Children's Pastor – Lori Harris

Position Summary:

The Kids Ministry Coordinator supports the Fellowship Kids Pastor in the execution, coordination, and administration of Kids Ministry programs. This role helps ensure that ministry environments are safe, organized, and welcoming while assisting in the engagement of children, families, and volunteers. The Coordinator plays a key role in operational support, communication, and volunteer coordination, allowing the Fellowship Children's Pastor to focus on leadership, vision, and pastoral care.

Ministry Support

- Prays faithfully for FK staff, parents, children and FK volunteer team
- Assists in the preparation and execution of Sunday morning children's ministry environments, ensuring spaces are ready, safe, and organized
- Support implementation of age-appropriate, biblically based curriculum through material preparation and classroom setup
- Help coordinate and manage weekly ministry logistics, including check-in systems, classroom assignments, and supplies
- Assist in maintaining a safe and secure ministry environment, including compliance with Ministry Safe and background check requirements
- Maintain organization of ministry materials, classrooms, and storage areas
- Assist Kids Pastor with Milestone Moments Engagement including Parent Dedication, Baptism and Preparing for Adolescence

Coordination and Volunteer Support

- Support childcare coordination for church events, classes, and ministry activities
- Assist with recruiting, onboarding, encouraging and scheduling of volunteers to accomplish ministry goals and objectives.
- Assist with Children's programming for all strategic family & all church events designed to build community and invite our neighbors (i.e. MomCo., worship nights, Wednesday nights, missions conference, etc.)

Communication and Administrative Support

- Provide administrative support including data entry, attendance tracking, and record keeping and updates to family and volunteer records.
- Assist with calendar coordination and event planning logistics

- Help prepare and distribute communications to families and volunteers (emails, newsletters, announcements)
- Work with Communications and IT teams to support digital and print communications

Qualifications

- **Church Membership:** Be a committed follower of Jesus Christ and an active member at Fellowship Dallas, aligned with and supportive of the church's doctrine, vision, core focus and values.
- **Staff Values:** Lives out the Staff Value of Fellowship: Be Humbly Confident, Seek the Greater Good, Unite & Reconcile and Do What You Say and impart them to leaders in Kids Ministry.
- **Education:** High school diploma. Some college coursework or degree preferred. Previous experience with volunteering in Kids ministry.
- **Experience:** Previous experience required in ministry with families and children.
- **Communication:** Excellent interpersonal skills.
- **Collaboration:** Ability to work effectively with church staff, volunteers, and parents.
- **Teachable:** Possess a humble attitude before God, colleagues, families and volunteer leaders.
- **Discipleship:** Passion and gifting to support leaders, children and parents in their spiritual journey.
- **Creativity:** Innovative and adaptable approach to meet the evolving needs of today's families.
- **Leadership:** Demonstrated organizational and leadership abilities.

Time Requirements: Part-time role; 25-27 hours per week; Sunday is a work day and other hours set with the Kids Pastor with the occasional Saturday special event or MomCo meeting.

To apply, email interest letter and resume to apply@fellowshipdallas.org.