

ALLEN BIBLE CHURCH ABCKIDS COORDINATOR (PT) JOB DESCRIPTION



Kids Birth-6th Position Type: Part-time
Reports to: Associate Pastor
Must be a Member or willing to become one.

PROFILE

Energetic, Initiator, "Comfortable in their own skin," Pied-Piper, Servant-Leader. Rooted in God's Word, yet radiant with a passion for kids ministry (K-6). This person wants to invest in BUILDING-OUT abcKIDS MINISTRY where kids want to go & parents see abcKIDS as a Trusted Partner.

THE WIN

When this leader is thriving in their role: Kids begin to see him/her & think "that's our leader!" Encouraged & equipped volunteers *partner with parents* who own the spiritual development of the Next Generation. Parents are soon growing in their appreciation for this leader's communication & connecting with their kids where they begin to think, "that's our kids' leader & our trusted partner!" Kids look forward to Sundays & Wednesdays where they feel welcomed & seen and we help them see the wonder of God and how each part of God's Story (the Bible) points us to Jesus.

KEY RESPONSIBILITIES

- Oversee, plan, resource, team-build & execute KIDS ministry programming for WedPM & SunAM
- Communicate regularly with abcKIDS Parents—emails, text threads, fall/spring calendar, etc.
- On-ramp & train new volunteers & on-going background checks & training of volunteers
- Serve as Primary Ldr/Teacher of SunAM KIDSlife (1-4) & WedPM KIDSlife or 56
- Own, maximize & maintain all KIDS ministry environments in ABC Facility
- Own & ensure all curriculum, materials, supplies, resources and rooms are readied weekly
- Own KIDS Welcome Desk: Ensure a warm welcome, guest-friendly efficient check-in, personal introductions of kids/parents to teachers & timely, personal follow-up with each newer family
- Able to talk with kids & parents about: salvation, spiritual issues, baptism, life questions, etc.
- Intentionally engage with kids & their parents outside of Sundays & Wednesdays
- Be the "go-to" person for kids, leaders & parents for all things abcKIDS ministry, events & camps
- Plan, coordinate and lead Strategic Fun events for kids or families
- Plan, coordinate and lead Kid-focused or Family-focused Outreach
- Participate in Seasonal ministry staff planning meetings
- Coordinate Childcare for WedPM & Special Events (Good Friday, Christmas Eve, others)
- Communicate with parents and set up Parent Commissioning (Baby Dedications)

NUTS & BOLTS Start Date: Immediately 15+ hrs/week

FOR MORE INFO & TO APPLY : allenbible.org/abcjobs

OR email mike@allenbible.org with Subject Line: abcKIDS Coordinator & attach your resume.