

Fellowship Kids Route 45 Coordinator

GENERAL INFORMATION

Commitment: 25 hours per week
Reports to: Children's and Parenting Pastor
Position Overview: Responsible for primary oversight and spiritual leadership of Route 45 (fourth and fifth grade) under the direction and training of the Children's and Parenting Pastor.

POSITION DUTIES AND RESPONSIBILITIES:

Shepherding & Team Building

- Provide pastoral leadership for the children, parents and volunteers of Route 45
- Serve as the primary large group teacher on Sunday mornings (or trains and develops a volunteer leader to do so)
- Develop and appreciate volunteers; equip them to build a team for preteen ministry.
- Assists with major Children's Ministry Events and Rt. 45 Events
- Schedules and orients new volunteers for this area as needed
- Communicates weekly with volunteers through Planning Center re: schedule, curriculum, etc. (and semi-regularly in phone and person)
- Works with FK Team for volunteer training opportunities

Programming /Curriculum

- Ensures organized, well planned Sunday morning ministry for kids and volunteers
- Set-up and clean-up of Rt. 45 area for Sunday mornings
- Plan and execute weekly large group program (worship, teaching, activities), including use of ProPresenter, A/V and lighting equipment, and stage decor
- Schedules Route 45 scope and sequence in coordination with Children's Pastor
- Works with Operations Coordinator to plan small group discussion and activities, and purchase/prepare needed props/supplies
- Emails curriculum weekly to all volunteers (teachers) through Planning Center
- Works with FK Team to organize and maintain Rt. 45 area

Social Media

- Work with Children's and Parenting Pastor to develop a social media plan for Fellowship Kids
- Lead FK Team in putting a social media plan into action

Staff/Development

- *Financial:* Maintain and submit appropriate timesheets (when applicable) and required documents. Keep accurate receipts for expenditures and submit on time for processing.
- *Meetings:* Attend required meetings (FRST, A-Team, FK team meeting, monthly 1:1); Possible attendance of optional and intermittent meetings
- *Personal Development:* Utilize Younique and Quarterly Objectives to participate in continued personal development and professional development.
- *Events:* Participate in planning, preparation, and execution of Fellowship Kids events, trainings, and all-church events as necessary. (additional hours will be allotted)
- *Church:* Actively participate in the Mission, Values, and Strategies of the church