

UNITED CHURCH

Helping people know and follow Jesus

Kids Coordinator Position - Job Description

Hours: 5-7 hours per week, including Sunday mornings

Purpose: To coordinate Sunday morning environments for kids and additional at home resources for parents to help envision and equip them to be the primary disciplers of their children.

Sunday Gatherings

- Recruit, onboard, and schedule volunteers for preschool and elementary environments.
- Edit Sunday morning curriculum, print materials, and communicate weekly lessons with volunteers.
- Provide clipboards, coloring pages, and sermon notes pages for kids in the service.
- Set up and manage Kids' Table in main room for kids who remain in worship gathering
- Maintain and clean the Preschool Room, Elementary Room, and Mom's Room.
- Send follow up emails to parents updating them with what is taught in Sunday environments and share weekly resources.
- Serve in classrooms when understaffed with volunteers.

Additional Responsibilities

- Assist elders and other leaders in resourcing parents.
- Schedule and coordinate annual or bi-annual Parent Child Dedication.
- Collaborate with parents to provide materials for occasions like Easter and Christmas to help them capitalize on these opportunities for further conversation with kids about following Jesus.
- Follow up to baptism inquiries and schedule baptisms with parents.

Expectations

To live out the 4 G's of United culture:

- Gather: Consistent participation at in person Sunday gatherings
- Grow: A regular personal devotional time and consistent engagement in a group.
- Give: A commitment to tithing to church and generous support of Christian ministry.
- Go: Involvement in community engagement with the church and personal evangelism.