

POSITION:

The CP Kids Care Coordinator (KC) is responsible for overseeing the kids care team for all midweek and weekend services. The KC will lead the team, communicate regularly with them, organize necessary training, evaluate and equip team members and support ongoing growth of the individuals on the team. The KC will manage scheduling of the team, and all relevant responsibilities. The KC will coordinate with the CPKids team to assist in scheduling appropriately for midweek and weekend services, as well as special events.

ACCOUNTABILITY:

The KC will report directly to the Children's Director. The KC will collaborate with the CPkids team.

FIT:

We are looking for a resourceful team player with a passion for children, families and the local church. This person details and information to effectively resource and provide successful solutions and resolutions within the department. The candidate is a self motivated individual who seizes opportunities to gather additional information with the effort resulting in creative, superior methods to accomplish tasks or projects. This individual welcomes, encourages and facilitates cooperation, integrity and respect within the team, while spearheading collaborative work to achieve goals. This person must have strong organizational and managerial skills, and enjoy creative thinking and problem-solving. They must be able to work well with lots of different personalities and love Jesus wholeheartedly.

This candidate is one filled with passion for the local church and brings influence and value to Centerpoint Church by rallying together a team of believers who are committed to serving Jesus on a weekly basis by impacting our children's ministry. The KC provides stability and composure in a fast paced, ever changing environment. This person sets a tone and team culture that helps Centerpoint Church by rallying together a team of believers who are committed to serving Jesus on a weekly basis by impacting our children's ministry. This person is a learner, easily adapts to change and can handle the demands of a growing and fast-moving ministry. The KC must be open to receiving feedback, approaches situations with curiosity, and demonstrates and promotes respect and authority for leadership.

KEY RESULTS AREAS**1) CP Kids Care management**

responsible for overseeing the kids care team for all midweek and weekend services. The KC will lead the team, communicate regularly with them, organize necessary training, evaluate and equip team members and support ongoing growth of the individuals on the team.

- 1) Facilitate initial and ongoing training of Kids Care Team.

- 2) Regularly observe and provide feedback for growth of Kids care Team Members
- 3) Provide accountability to kids care team members through quarterly and annual performance reviews
- 4) Communicate weekly with the team members all relevant information in order for them to be successful.
- 5) Plan and execute semi annual trainings to further equip the team
- 6) Maintain a team database of training and ensure all team members are equipped to serve.
- 7) Other duties as assigned by the CMD.

2) CP Kids Care team scheduling

manage scheduling of the team, and all relevant responsibilities. The KC will coordinate with the CPKids team to assist in scheduling appropriately for midweek and weekend services, as well as special events.

1. Schedule all midweek kids care team members and collaborate with the CPKids team for weekend scheduling
2. Monitor and maintain the hours worked for each team member and report metrics to the CMD
3. Ensure there is appropriate staffing for midweek events and provide in person leadership and support of the team
4. Schedule staff 4-6 weeks in advance for events, and send follow up communication weekly with individual schedules

3) CPkids team collaboration and participation

- 1) Take a partial or full Leadership Role in the planning and execution of CPKids large scale events (VBS, Trunk or Treat, etc.) Serve in a weekend service in the Children's Ministry.
- 2) Work collaboratively alongside the CPkids team in order to accomplish the mission and vision of Centerpoint Church and the CMD
- 3) Attend Staff Team Rally, Quarterly MLT events and department meetings when applicable.

POSITION EXPECTATIONS

TIME This position is part-time, hourly. It is your responsibility to fulfill the expectations of this role as described and as directed. Ensure collaboration with other departments and ministry areas through clear communication. This level of leadership should expect to invest 18 hours weekly to ensure the success of CPKids ministry and its mission including over half of your weekly time being on-site.

EDUCATION

This position will be best served by a person with a High School Degree, and possibly a College Degree - though not required.

CONDITIONS

- Candidates must be cleared through background check

- Employees will be members of the local church and amenable to the values and doctrine of the Free Methodist Church
- Commit to embracing and demonstrating the values of the church, including Biblical values related to holiness & human sexuality (as expressed in the FMCUSA book of discipline).
- Commit to working as a team with people and departments
- Be respectful and kind in all your dealings with staff, volunteers and the people we serve
- Be present at Sunday service; participate in generosity to Centerpoint Ministries through tithing
- Develop your unique voice within the team
- Read and agree to abide by the policies of our Employee Handbook

By signing below, I certify that I have read the above information and understand that my employment with Centerpoint Ministries is at-will.

Employee Name (Print)

Employee Signature

Date

Children's Pastor Name (Print)

Children's Pastor Signature

Date