



Early Childhood Ministry Coordinator at LifePointe Church

Status:	Part-Time Salaried; Overtime-Eligible
Time Required:	20 hours per week (salaried)
Workweek:	Varies; includes Sundays
Compensation:	Annual Salary Range: \$18,720 - \$22,880
Benefits:	Paid vacation time; Quarterly soul-care days; 9 paid holidays; Technology Allowance of \$30/month; flexible schedule; flexible work location, mix of some required on-site and some remote work

Role

The Early Childhood (EC) Ministry Coordinator will serve church families by providing a beautiful, safe, gospel-driven environment for children (birth through the start of kindergarten) to enjoy learning about Jesus together. The EC Coordinator will do this by exercising a combination of spiritual gifts including, but not limited to: administration, leadership, encouragement/exhortation, and teaching.

These gifts will be evident as they are expressed by: building a strong team of like-minded servants; training people on policies and procedures; communicating plans and expectations both verbally and in writing; encouraging team members in their areas of preferred ministry and in areas of limited experience; and positioning servants to thrive as they engage in the church's overall vision and mission.

Working at LifePointe Church

Our longing is to see all of our staff grow more and more dependent on Jesus as we serve in the areas of our gifting and calling. This longing drives a staff culture that is: collaborative, driven by our mission and vision, and focuses on a ministry of equipping that positions volunteer servants to do the work of ministry - see Ephesians 4:11-16. As we grow in dependence on Jesus, we believe that our staff team will grow in spiritual, emotional and relational health that reflects the heart and character of Christ - see Galatians 5:16-26 and also <https://sharethelife.org/likejesus/>.

Relationships

Reports to: Pastor of Community Life & Preaching
Org. Chart: Coordinator-level position

Requirements

The successful candidate will:

1. Embody character qualities listed in 1 Timothy 3:1-7 and Galatians 5:22-23
2. Commit to the Mission, Core Values, and Vision of LifePointe Church
3. Consider LifePointe their "home church" and participate as a fully invested member; this includes exercising an equipping ministry that allows for in-person participation in worship services several times each month
4. Carry a warm, cheerful, and welcoming attitude that makes great impressions
5. Exercise spiritual maturity and wisdom to confidentially handle sensitive information with regards to pastoral care situations, sensitive staff-only information, child safety protocols, and etc.
6. Exercise financial trustworthiness in managing budgeted expenses, reimbursement requests and expense reports according to LifePointe policies and procedures
7. Demonstrate self-motivated learning of Planning Center Online (PCO) tools and other internal LifePointe tools & systems
8. Demonstrate an internally-motivated self-starter work mentality
9. Demonstrate the ability to plan ahead to establish and maintain personal deadlines that are realistic and beneficial to the church
10. Utilize strong organizational skills

Responsibilities

These tasks and responsibilities rest with the Early Childhood Coordinator position; however, in alignment with LifePointe's Discipleship Pathway and philosophy of "equipping ministry" drawn from Ephesians 4:11-16, our plan is that the EC Coordinator would recruit, train and release servants to accomplish as many of these responsibilities as possible.

Ministry Oversight

1. Oversee Early Childhood Ministry on Sunday mornings (4+ hrs/week)
2. Initiate open communication with staff, servants, parents, and children (1-2 hrs/week)
3. Recognize and appreciate servants on a scheduled basis (each trimester, ~1 hr/week)
4. Oversee curriculum changes needed for teaching ministry (annually or as needed)
5. Collaborate and coordinate with other ministries at LifePointe such as KidzPlace Elementary Ministry, Moms Life, Student Ministries, etc.

Training & Equipping

1. Identify, recruit, and train servants for EC ministry (~30 minutes/week, more during "fill month" for upcoming trimester)
2. Continue to equip, develop, and retain excellent servants (~30 minutes/week)
3. Equip and mentor Sunday Team Leads (meet once/trimester for 1-2 hrs)
4. Organize curriculum and supplies for classroom teachers (1-2 hrs/week to supply teacher boxes, 1-2 hours/quarter to print and organize curriculum)

Safety & Environment

1. Be an advocate for keeping children safe at all times and recognize safe behavior (continual)
2. Maintain contact information of all EC families in Planning Center Online (update for Pop-Up Sunday)
3. Manage check-in/check-out process for each classroom (15 minutes/week)
4. Maintain all EC rooms for cleanliness and safety (~1 hr/week)
5. Manage cleaning and return of laundry each week (10 min/week)

Scheduling

1. Maintain Sunday morning servant schedule for EC wing (~1 hr/week)
2. Coordinate approved childcare workers for ministry events as needed (such as: church membership class, Good Friday service, etc.)

LifePointe Staff Team

1. Welcome new families with young children by collaborating with other staff and servants in the church's welcome & assimilation processes (Sundays and a contact after their 1st Sunday, 15 minutes/week)
2. Attend and contribute at weekly staff meeting (1 hr/week)
3. Meet regularly as needed with supervisor (~30 minutes/week)
4. Develop annual budget and goals for Early Childhood ministry (1-2 hrs/year)