

**Trinity Church**  
**New Albany, Indiana**

**Title:** Children's Ministries Coordinator  
**Ministry Area:** All areas of Children's Ministry  
**Accountability:** Reports directly to the Family Ministries Pastor  
**Time Requirement:** Non-Exempt Salaried – 15-20 hours per week

**Description:** The Children's Ministries Coordinator will serve as the leader and point of contact for all children's ministries events and activities. This includes recruiting, training and engaging volunteers, providing up-to-date and engaging resources for Sunday School teachers, Kids' Church leaders, and other volunteers, and acting as a consistent, welcoming presence for parents and children to foster connections within the church.

**Mission:** To advance the Children's Ministries of Trinity Church, enabling children and families to take the next step in growing their relationship with Christ.

**Qualifications:**

1. Exhibits a personal lifestyle that demonstrates a personal relationship with Christ.
2. Proven ability to work collaboratively within a team and organizational structure, ideally in a church setting.
3. Aligns with the mission and Vision of Trinity Church as communicated by the Pastor and the Church Board.
4. Significant experience with Children's programs required; church program experience preferred.
5. Demonstrate servant leadership qualities, including:
  - a. Excellent and creative communication.
  - b. Strong organization and time management abilities.
  - c. Collaborative approach to helping and working with others.
  - d. Sound discernment in decision making.
6. Ability to partner with ministry leaders and teams to develop and communicate goals and programs.
7. Self-starter capable of working independently and meeting deadlines.
8. Proficiency with office technology (e.g., MS Office, email, copier and basic digital tools)
9. CPR training and a background check will be required as a condition of employment.

**Committee Participation:** Attend Trinity Church Staff Meetings and Kids Ministry Team Meetings

**Physical Demands:** The employee must frequently stand, move about, sit, use hands to handle objects, reach with arms, and communicate. Occasionally, the employee may lift or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**Responsibilities:**

1. Coordinate scheduling and supervision of Nursery, Toddler and Pre-school care on Sundays.
2. Recruit and train volunteers for Kids' Church and Children's Sunday School Classes.
3. Select cohesive curricula for all children's programs in collaboration with the Family Ministries Pastor.
4. Plan and execute key events for children and families.
5. In conjunction with the Family Ministries Pastor, develop a program to prepare and transition 4<sup>th</sup> and 5<sup>th</sup> graders to youth ministries.
6. Support all children's ministries, including teaching as needed.
7. Implement and ensure compliance with Safe Sanctuary policies across all children's programs.
8. Perform other responsibilities assigned by the Family ministries Pastor as the position develops and grows.