



Hillcrest Covenant Church

pursuing new life together in Jesus

Children's Ministry Coordinator | part-time



As the Lead Pastor at Hillcrest, my hope and desire are to see children and families pursue new life together in Jesus. We want children to know they belong, discover who Jesus is, and grow into the people God created them to be. Children's ministry is an important part of the life of our church. Through Scripture, relationships, worship, and serving, we help children follow Jesus, welcome everyone, and learn what it means to love all.

The staff team at Hillcrest works together to create meaningful experiences where children and families can encounter God's love and hope and take their next steps in faith. We hope you will consider joining us and using the gifts and calling God has placed in your life to help children and families pursue new life together in Jesus.

~ Nate Powell





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Children's Ministry Coordinator

POSITION OVERVIEW

The Children's Ministry Coordinator provides operational leadership and support for Preschool and Elementary ministries at Hillcrest Covenant Church. Working closely with the Children's Pastor, this role helps ensure that Sunday environments, curriculum preparation, and serve team coordination are organized, safe, engaging, and aligned with the mission and vision of Hillcrest Covenant Church.

Hillcrest Covenant Church is a community pursuing new life together in Jesus, and we seek to help people follow Jesus, welcome everyone, and love all. The Children's Ministry Coordinator supports this mission by helping create environments where children feel known, welcomed, and encouraged as they grow in their relationship with Jesus.

POSITION SUMMARY

- **REPORTING RELATIONSHIPS:** The Children's Ministry Coordinator reports to the Children's Pastor
 - **FLSA STATUS:** Part-Time, Non-Exempt 15 -20 hours per week
 - **SCHEDULE:** Sundays 8 AM – Noon, Tuesday mornings preferred, and remainder of hours are flexible
 - **COMPENSATION:** Compensation for this position is determined by Hillcrest Covenant Church and is commensurate with experience and qualifications.
 - **KEY RESULT AREAS:** Standards of performance (SOP) for each Key Result Area (KRA) are to be developed, reviewed, and evaluated regularly.
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Sunday Morning Oversight

- Serve as the primary on-site staff leader in Preschool or Elementary ministry environments on Sunday mornings.
- Ensure ministry environments are safe, welcoming, organized, and prepared for children, families, and serve team members.
- Support and coach serve team members as they lead in Bible teaching, small groups, and activities.
- Help ensure ministry environments are adequately staffed to support safety and relational connection.

Weekly Responsibilities

- Work closely with the Children's Pastor in the implementation and preparation of curriculum that aligns with the Evangelical Covenant Church, the mission and vision of Hillcrest Covenant Church, and the overall discipleship strategy of Hillcrest Covenant Church.
- Prepare curriculum materials, supplies, and resources for Preschool and Elementary ministry environments.
- Responsible to prepare, distribute and maintain a ministry preparation rhythm that keeps curriculum and resources organized and available for serve team members.
- Maintain ministry spaces and storage areas to support effective ministry environments.

Serve Team Development & Care

- Coordinate scheduling for Hillcrest Kids serve team members.
- Communicate regularly with serve team members regarding schedules, curriculum resources, training opportunities, and ministry updates.
- Confirm weekly serving assignments to ensure classrooms and ministry environments are adequately staffed.
- Encourage and care for serve team members through personal connection, recognition, prayer, and support during significant life events.
- Participate in serve team training opportunities and assist with onboarding new serve team members.
- Help identify and develop emerging leaders within the ministry

Ministry Support

- Assist in planning and preparation for ministry events and family experiences.
- Provide support during larger ministry experiences such as KidJam, camps, milestone events, and other church wide ministry opportunities.
- Collaborate with church staff and ministry leaders to support the overall ministry of Hillcrest Covenant Church.
- Work closely with the Children's Pastor and may be given increasing leadership responsibilities as experience, gifting, and ministry needs allow.

General Responsibilities & Expectations

- Demonstrate a growing relationship with Jesus Christ.
- Maintain a teachable spirit and a desire to learn new things.
- Work well with ministry staff, serve team members, children, and families.
- Demonstrate reliability and responsibility in assigned tasks.
- Attend staff meetings and ministry meetings as requested.
- Maintain flexible working hours as determined by ministry needs.
- Begin and complete projects within a reasonable timeframe.
- Continue developing proficiency in technology and communication tools used by Hillcrest Covenant Church.
- Represent the mission, vision, values, and policies of Hillcrest Covenant Church.
- Contribute to a healthy ministry team culture.

Work Environment

This position requires sitting and viewing a computer monitor for extended periods of time, manual dexterity, bending, stooping, walking, reaching, moderate lifting (up to 50 pounds), good hearing, voice control, and good vision. The noise level and work environment are typically moderate and may occasionally be high during children's ministry programming and events.

Estimated Weekly Hours

- 15 hours per week with additional hours allotted during seasonal ministry experiences.
- Sunday Morning Leadership: 4 hours
- Serve Team Scheduling, Care & Communication: 5 hours
- Curriculum Preparation & Ministry Planning: 4 hours
- Meetings, Administration & Ministry Support: 2 hours

Schedule may vary depending on ministry needs, seasonal ministry opportunities, and special events. Additional hours will be compensated in those seasons. (Christmas, Easter, and Summer Activities)