

# NOW HIRING!

## Part-Time Kids Ministry Weekday Kids Coordinator

### DESIRED CHARACTER TRAITS & SKILLS

#### CHEMISTRY

- Warm, welcoming and hospitable
- Confident in initiating conversations and nurturing relationships
- Collaborative team player

#### COMPETENCE

- Organized, proactive, and detail-oriented
- Clear communicator who follows through
- Able to manage multiple tasks independently

#### CHARACTER

- Life centered on Jesus
- Leads with humility, integrity, and a shepherd's heart
- On mission to make disciples of Jesus Christ by sharing Him with their Oikos



LANCASTER  
EVANGELICAL  
FREE CHURCH

Lancaster Evangelical Free Church is seeking a part-time (10 hours per week) Weekday Kids Coordinator to support our ministry.

Please read the complete job description below and prayerfully consider if God is calling you to this role at LEFC.

Have questions about this role? Please reach out to Julia Brown, Minister - Kids Ministries at [brown@lefc.net](mailto:brown@lefc.net)

**Accepting  
applications through  
March 16, 2026**

### READY TO APPLY?

SEND COMPLETED APPLICATION AND RESUME TO:

**Danielle Wittmaier**

EXECUTIVE ADMINISTRATOR - OFFICE & HR MGMT

**[wittmaier@lefc.net](mailto:wittmaier@lefc.net)**

419 PIERSON RD, LITITZ PA 17543 | 717.626.5332

## LEFC Kids Ministry Weekday Kids Coordinator Job Description

Title: Weekday Kids Coordinator

Reports to: Minister – Kids Ministries

Purpose: The Weekday Kids Coordinator is a part-time 10 hour a week position responsible for recruiting, scheduling, lesson preparation and caring for teams of Shepherds for our Recharge and WBF Kids ministries.

### **Character Traits of the Weekday Kids Coordinator**

A demonstrated heart for God lived out daily through prayer, time in the word, and a solid personal relationship with Jesus

A passion to see those at LEFC to fall in love with Jesus and live out their relationship with God in their OIKOS

Team player. A leader who wants to serve as part of a larger team of leaders, supporting the leadership of the Minister of Kids Ministries in leading our ministry team members [Shepherd, ministry teams] and parents.

A shepherd's heart, actively caring for those they serve

The desire to grow, develop and mature spiritually, emotionally, and professionally

Fully invested in the ministry of LEFC. It is our expectation that the Weekday Kids Coordinator and their family will be involved in LEFC wherever appropriate

### **Job Responsibilities of the Weekday Kids Coordinator**

Recharge Kids Ministry and WBF Kids Ministry: Recruit [orient/train & onboard], schedule, and care for teams of Shepherds to minister with children attending Recharge and WBF Kids ministries; ensure lesson plans and supplies are available and ready for Shepherds each week. Responsibilities include regularly submitting info for payroll for Shepherds, communication with partners in ministry [those who oversee WBF, Relengage, and Re:gen] arranging class lists each semester of the ministry, long range planning and continually recruiting new Shepherds to ensure availability for additional children to attend each semester of ministry.

Child Dedication Meeting Kids Ministry: 3-4 times each year, schedule and communicate with parents regarding care for kids whose parents are attending Child Dedication meeting with Senior Pastor.

Oversee organization of large group spaces used for Weekday Kids Ministries. Ensure that activity supplies are labeled, organized neatly and maintain inventory [recommend new items to be purchased as needed].

### **Job Responsibilities for LEFC Kids Ministry Staff Team**

- Attend Monday LEFC Kids Ministry meeting [once a month]
- Attend “all-staff” meetings on 2<sup>nd</sup> Wednesday of the month

### **Requirements for the position**

- Strong relational/ministry skills, ability to work in a team environment; ability and commitment to invest and care for Shepherds [modeling for Shepherds the kind of care we desire them to invest in the children as part of the discipleship process]; a person who enjoys making phone calls and connecting with people in person.
- Ability to do advance planning for preparing lessons [they are mostly already written and ready] and manage work to stay ahead of tasks in a proactive manner; ability to plan in advance, delegate tasks and train and equip Shepherds to take on various responsibilities within the ministry.
- Proficiency in Word, and a willingness to learn church database system
- Strong organizational skills and ability to manage multiple tasks
- Detail oriented, yet ability to see the big picture
- Self-motivated; ability to independently manage work
- Ability to take initiative to learn new skills and ask questions to best support the needs of the growing ministry
- Aptitude for creatively and constantly inviting new people into the ministry [reaching out to people you don’t know to ask them to consider this ministry, always asking people if they have any friends to ask and so on].
- Ability to take direction and follow through in a timely manner

# Lancaster Evangelical Free Church (LEFC)

## Application For Part-Time Employment

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

### 1. Personal Information:

Last Name	First Name	Middle Name
Present Address		
Permanent Address (if different than above)		
Telephone	E-mail	

Is there any information we would need about your name or use of another name for us to be able to check your work record? Please specify:

Do you have any relatives who are presently (or have formerly been) employed by LEFC? If so, please give their name and the dates of their employment:

Have you at any time ever: *Please type "yes" or "no" in answer to each question*

Been arrested for any reason?	
Been convicted of, or pleaded no contest to, any crime?	
Engaged in any child molestation, exploitation, or abuse?	
Been accused of any child molestation, exploitation, or abuse?	

If the answer to any of these questions is "yes," please explain in detail:

### 2. Educational History:

	School Name/Location	# of Years Completed	Degree/Diploma
High School			
College/University			
Tech. Training			
Other			

**3. Employment Record:** *Please include information for your last two employers.*

1	Organization Name (current/most recent employer)	Position Held	
	Address	Dates Employed From	To
	Manager/Supervisor	Telephone	Wage/Salary
	Reason for Leaving		
2	Organization Name	Position Held	
	Address	Dates Employed From	To
	Manager/Supervisor	Telephone	Wage/Salary
	Reason for Leaving		

**4. Job Competencies:** What skills, areas of knowledge, or experiences do you have which lead you to believe you are competent to perform well in this position?

**5. Organization Fit:** Because LEFC is a church with the intent to exhibit and promote the Christian faith, please describe the relationship you have had with Christ and the Church over the past three years, and more specifically at the current time.

**6. Work Style:** Do you prefer to work hard behind closed doors or work hard as part of a team?

**7. Why do you want to work at LEFC?**

**8. How long have you been involved at LEFC?** Where do you connect best in our congregation?

**9. Personal References:** *Please do not include relatives.*

1	Name	Relationship to You	Years Known
	Address	Telephone	
2	Name	Relationship to You	Years Known
	Address	Telephone	

**Application Verification and Release:**

I recognize that LEFC is relying upon the accuracy of the information asked for in this application document. Accordingly, I attest and affirm that all of the information I have provided is true and correct.

I authorize LEFC to contact any person or entity I have listed herein and authorize the same to provide information related to my background, character, and qualifications. I further authorize LEFC to conduct a criminal and child abuse history background check if that is deemed necessary.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return your completed application along with your resume, or refer any questions you have to:**

*Danielle Wittmaier  
Executive Administrator  
Lancaster Evangelical Free Church  
419 Pierson Road  
Lititz, PA 17543  
(717) 626 5332  
wittmaier@lefc.net*

## Meet Lancaster Evangelical Free Church

LEFC is a multi-generational regional church located just outside the borough of Lititz. People of all ages come together from various communities in the northern Lancaster County area to worship and serve the King of Kings!

LEFC began with a small group of people who believed the area needed an Evangelical Free Church, a church that would hold the Word of God in high regard and be a grace-filled place where people could “come as you are.” We have grown to a body of about 1,800 people who love God deeply, study his word, and share not only the gospel but our lives with the people that make up our relational worlds, a group the ancient Greeks identified by the word *oikos*. The very words of Christ are what unite and mobilize us in our mission to “make disciples of Jesus Christ.” We do this by loving God, loving people, living truth and proclaiming Jesus.

The Lord has blessed us with stable leadership and a growing staff team with low turnover. Together, we are focused on four key areas of vision specific to LEFC’s call as part of the body of Christ: Reaching Southeast Asia, Teaching Church, Multiplication, and Praying Church. We are also entering a season of expansion with the introduction of Project 2:42 this fall, which will add much-needed teaching space and parking. We joyfully anticipate all God will do in and through us for the advancement of the gospel for His glory!

## Welcome to Lititz

With a well-preserved small-town culture, Lititz is a treasure spot in the heart of Lancaster County. Boasting a vibrant downtown, Main and Broad Street are lined with unique shops a short walking distance away from beautiful Lititz Springs Park. Lititz offers trendy eateries, pastry shops, a coffee roaster, award winning pubs and more.

Lititz hosts the longest continuously running fourth of July celebration in America, a massive craft fair, the chocolate walk, and countless other events and celebrations throughout the year.

Surrounded by rolling farmland and rooted in rich heritage, it has a steady heartbeat of tradition and history. This blending of old and new is what sets it apart from other small-town destinations; with residents and visitors alike relishing in its timeless and vibrant ambiance. It’s no wonder Lititz was voted America’s Coolest Small Town.