NOW HIRING!

Part-Time
Kids Ministry Project Coordinator

DESIRED CHARACTER TRAITS & SKILLS

CHEMISTRY

- Heart for children, families, and LEFC mission and community
- A shepherd's heart that actively cares for those they serve
- Team player who recruits and empowers volunteers

COMPETENCE

- Strong organizational skills; plans ahead and sees the big picture
- Proficient in Word and Excel; willing to learn new software and systems
- Ministry experience preferred

CHARACTER

- Life centered on Jesus
- Servant leader that is reliable, self-motivated, and detail oriented
- 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 (up to 20 hours per week) Kids Ministry Project 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.

Accepting applications through Dec 7, 2026

INTERESTED?

WE'D LOVE TO HEAR FROM YOU!

READY TO TAKE THE NEXT STEP?

SUBMIT YOUR COMPLETED APPLICATION AND RESUME TO:

Danielle Wittmaier

EXECUTIVE ADMINISTRATOR - OFFICE & HR MGMT

wittmaier@lefc.net

419 PIERSON RD, LITITZ PA 17543 | 717.626.5332

LEFC Kids Ministry Project Coordinator

Job Description

Title: Project Coordinator
Reports to: Minister to Children
Purpose: The Project Coordinator is a part-time (up to 20 hours per week) position responsible for: a. Sunday preparation and leading the Monday Team; b. overseeing the Welcome Team and visitor follow-up process, VIP, and the Birthday Cart; c. overseeing the Resource/Supplies Teams and Care & Follow-Up; d. planning and empowering teams for implementing ministry events; and e. other assistance as needed.

Character Traits of the Project 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 to Children in leading this ministry, children, parents and those who serve in the ministry.

- A Shepherd's heart, actively caring for those they serve.

- A life-long learner; demonstrates a desire to grow, develop and mature spiritually, emotionally, and professionally.

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

Job Responsibilities of the Project Coordinator

- Sunday Set Up & Break Down: Prepare each week [Mondays and Wednesdays] so supplies, snacks, Shepherd resources, the Kids Ministry cart, and the Welcome Team desk are ready for Sunday mornings.

- Monday Team & Project Preparation: Lead and care for the Monday Team. Organize and prioritize projects from Kids Ministry staff, set up by 1:15 PM with clear instructions, coordinate prep work throughout the week, and deliver completed projects.

- Welcome Team & New Family Follow-Up: Lead and further develop the Welcome Team and oversee visitor follow-up process [tracked in Trello], helping families move from visitors to connected members of our church family. Keep the welcome area stocked and touch base monthly with the four Welcome Team Leaders.

- VIP Oversight: Plan and lead about 20 VIP [Vision, Information, Prayer] gatherings a year [September–June], and have the VIP & Shepherd Lounge ready by 8:00 AM.

- Birthday Cart Oversight: Lead the greeters and card-writing team, keep monthly birthday lists and records, email parents about upcoming birthdays, and keep the cart cheerful and stocked.

- Resource/Supplies Teams Oversight: Oversee Kids Ministry storage spaces and support those serving on the Resource/Supplies Teams. Check each space at least every other month, maintain inventories, and inform the Administrative Assistant when supplies need to be ordered.

- Care & Follow-Up: Each month, prepare lists and postcards for the Monday Team to write to children we've missed, and personally reach out to families missed two months in a row.

- Ministry Events: Plan, recruit, and empower teams to implement special ministry events including but not limited to the following: Family Christmas Night, Newcomer's Drop-In, and the Ministry Fair.

- Summer Sundays: Plan, recruit, and equip teams for Summer Sundays [July and August; planning runs all year].

- Sunday Mornings: Serve on Sunday mornings two Sundays a month [about 2 hours each], as Sunday support in our ministry.

- Other, if time allows: Assist with projects such as Family Worship Sundays and summer Storytime.

Job Responsibilities for LEFC Kids Ministry Staff Team

- Participate in and contribute to LEFC Kids Ministry staff team meetings, training, and projects.

- Attend weekly Monday LEFC Kids Ministry meetings.

- Attend a weekly check-in with the Minister to Children.

- Attend morning prayer [at least once a week].

- Attend “all-staff” meetings on the 2nd Wednesday of the month.

- Upload receipts for the ministry credit card to keep the account current and Bill up to date.

Requirements for the position

- Demonstrates a clear calling for serving and leading in ministry in the local church environment.

- 3–5 years of ministry experience preferred.

- Strong relational/ministry skills; ability to work in a team environment and to recruit and empower teams.

- Demonstrated ability and commitment to invest in and care for people serving in ministry [spiritual formation/discipleship].

- Ability to do advance planning and thinking for events.

- Proficiency in Word and Excel, and a willingness to learn our church database system [Rock] and other programs.

- Strong organizational skills and ability to manage multiple tasks and delegate as needed.

- Detail-oriented, yet ability to see the big picture of the ministry.

- 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.

- Ability to take direction and follow through in a timely manner.

Updated October 31, 2026 by Julia Brown

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. Our most recent expansion, completed in the fall of 2026, added 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.