

**Children's Ministry
School Age Coordinator
Frontline Community Church**

Summary

The School Age Coordinator is a part-time employee (12 hrs. a week) at Frontline Community Church and is responsible to mature as a disciple of Christ as he/she works alongside the Children's Ministry Staff, and ministry leaders to develop and implement the mission and vision of the church through the Children's Ministry. He/She will report to the Children's Ministry Director.

Overview

The School Age Coordinator is to be a spiritual leader in his/her spheres of responsibility so that he/she can effectively minister to children and their parents. In doing so, he/she will encourage and equip parents to develop a biblical worldview for their lives and children. He/She will work with the other Coordinators that make up the Children's Ministry Staff and oversee the School Age Department during a Sunday service. The School Age ministry includes students ages 4 through 5th grade.

Responsibilities

1. Prepare Sunday Program

- Review, print, and email lessons to volunteers.
- Prepare purchase lists for supplies for lesson activities.
- Make sure supplies are properly stocked.
- Create backdrops and prepare activities for all age groups for each unit and Sunday.
- Help plan and implement large-scale children's ministry events.
- Prepare to teach the lesson in case of cancellation of a lead volunteer.

2. Schedule Volunteers

- Contact new team members and review policies ("onboard") with them.
- Maintain a list of team members and their preferences (ex. *Serve 2x per month*) for designated service(s).
- Create and maintain a schedule of volunteers to staff our children's classes by contacting team members and confirming for each Sunday.

3. Sunday Morning

- Welcome families, both current and new, to the School Age area.
- Recruit and train new volunteers.

- Help grow our volunteer base through building relationships with families and inviting them to join the team.
- Ensure that rooms are properly staffed and running smoothly.
- Check-in with Sunday volunteers every week for care and ministry support.
- Work in collaboration with the Children's Ministry Director to resolve any conflicts that arise—whether with parents, volunteers, or staff—ensuring issues are addressed with wisdom, grace, and unity.

4. Coverage

- Stepping in personally or arranging coverage whenever there is a staffing gap, ensuring the School Age area remains open and functional during all designated times.
- For planned absences, coordinate service coverage and assign volunteers to keep the School Age area running.
- Provide coverage for a team member's responsibilities during their absence to ensure continuity in their area of service.
- Coordinate and provide support for additional scheduled services.

5. Weekly Meeting

Attend the weekly Children's Ministry meeting to develop the Children's Ministry through prayer, strategic planning, and creative thinking as we seek to fulfill the ministry's vision. Usually this is Wednesday morning at 10:00am.

6. Skills

Microsoft proficiency (Word, Excel, etc....) or equivalent. Phone capability to message and/or call volunteer as alternate communication.

7. Hours

Sunday hours/Office/flex hours: 12 (Mandatory weekly Children's Ministry meeting)

7. Special Events

- Lead Christmas Eve and Easter Service Children's programs
- Lead summer Vacation Bible School programs