

**Children's Ministry
Curriculum Coordinator
Frontline Community Church**

Summary

The Curriculum Coordinator is a part-time employee (12 hrs/week) at Frontline Community Church who seeks to grow as a disciple of Christ while working alongside the Children's Ministry Staff.

This role serves as both a curriculum developer and ministry leader, equipping volunteers with engaging materials that help children know and follow Jesus. The Curriculum Coordinator develops, writes, and implements biblically sound and developmentally appropriate curriculum that supports the mission of the church—to love God, love people, and make disciples. This position reports to the Children's Ministry Director.

Overview

The Curriculum Coordinator serves as a spiritual leader, collaborating with other ministry coordinators to equip all age groups (Babies through 5th grade) with approved curriculum. Lessons clearly present the Gospel, align with the ministry's scope and sequence, and are provided in advance for preparation.

Responsibilities

1. Prepare Sunday Curriculum
 - Choose, plan, and adapt curriculum to align with the Children's Ministry Vision and Gospel framework ("God Rules, We Sinned, God Provided, Jesus Gives, We Respond").
 - Develop leader-friendly lesson plans that include objectives, crafts, games, and age-appropriate teaching activities.
 - Provide all materials one month in advance and collaborate with coordinators for feedback and improvement.
 - Evaluate lesson effectiveness through feedback and observation, and introduce creative updates as needed.
2. Prepare Special Event Curriculum
 - Help plan and implement curriculum for large-scale children's ministry events (e.g., Christmas Eve, Easter, Vacation Bible School, and other family worship events).
 - Design themed rotations and activities for these events that reinforce the Gospel message and connect with the event's central theme.
3. Sunday Ministry
 - Ensure all classrooms are prepared and lessons align with the Gospel focus.
 - Support and guide volunteers, stepping into teaching roles when needed.
 - Welcome families, build relationships, and recruit new volunteers.
 - Partner with the Children's Ministry Director to address ministry needs and resolve issues with wisdom and unity.

4. Coverage

- Ensure all ministry areas are staffed and functional by providing or arranging coverage as needed, including during holidays and special events.

5. Weekly Meeting

- Attend the weekly Children's Ministry meeting for prayer, planning, and curriculum coordination (typically Wednesdays at 10 a.m.).

6. Skills

- Strong written communication skills for lesson scripting and formatting.
- Ability to design multi-age, rotation-based lessons with Gospel-centered connections.
- Strong biblical knowledge and alignment with Frontline's theology and mission.
- Proficiency in Microsoft Office (Word, Excel, etc.) or equivalent; ability to communicate effectively with volunteers.

7. Hours

Sunday hours/Office/Flex hours: 12 (Mandatory weekly Children's Ministry meeting). Hours include preparation, lesson writing, and advance material distribution for all rotations.

The Curriculum Coordinator plays a vital role in helping children experience God's truth through engaging lessons that point them to Jesus.