

Job Description  
Children's Ministry Coordinator (New person)  
Grace Fellowship Church

**Overarching Responsibility:**

- **To live out the following statement:**
  - The mission of the staff at Grace Fellowship is to support the people of Grace Fellowship in any way possible so that together we can all become everything God has intended us to be.

**Specific Areas of Responsibility:**

- **Teachers & Helpers (SonZone)**
  - Provide overall leadership
  - Provide personal mentoring and guidance
    - Skill and role definition
    - Team placement
  - Provide opportunities for spiritual formation and growth
    - Regular prayer ministry (both personal and team-wide)
    - Support for individual leadership growth plan
- **Administration**
  - Facilitate the scheduling of teachers and helpers for SonZone
  - Identify ministry leaders and encourage their participation in appropriate ministry as SonZone teachers and helpers
  - Work with administrative staff to develop policy and procedure for discipleship ministry administration (i.e. regular communication with teachers, leaders and helpers, scheduling, ongoing support, etc.)
  - Lead the effort to continually refresh the SonZone curriculum
- **General**
  - Pray regularly for the ministries and ministers of Grace Fellowship with particular emphasis on discipleship ministry and its leaders
  - Participate (with the Congregational Life Pastor, teachers, and others) in the discussion of new or alternate forms of children's ministry to be implemented at Grace Fellowship
  - Attend regular staff meetings
  - Provide for adequate self-care (i.e. regular counseling—individual, marriage, family; regular spiritual formation; etc.)

**Compensation and Benefits:**

- Quarter-time pay (10 hours/week) at \$11.00 per hour
- Access to adequate training as needed for job completion
- Reimbursement for all ministry-related expenses (including counseling and continuing education)