

JUNIOR CHURCH COORDINATOR

The junior church coordinator is responsible to oversee the entire junior church ministry to ensure a smoothly operating, safe and effective program. The coordinator will recruit and assist in training leaders who will touch children's lives with God's love, teach them God's Word and provide fellowship with God's people—laying a foundation that will keep children interested in the things of God and involved in church.

Ministry Area/Department	Children's ministry
Position	Junior church coordinator
Accountable To	Associate Pastor/Pastor
Ministry Target	Children (ages 4 to 11)
Position Is	Elected
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Administration • Evangelism • Pastor/shepherd
Talents or Abilities Desired	Good organizational skills • Ability to motivate people • Good communicator
Best Personality Traits	Dependable • Expresser-leader
Passion For	Influencing and affecting children's lives with the gospel of Christ
Length of Service Commitment	One year

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** minimum of four hours a week
2. **Participating in meetings/training:** one hour bimonthly

RESPONSIBILITIES/DUTIES

1. Participate in training opportunities as offered.
2. Oversee and coordinate all aspects of the junior church ministry.
3. Assist the Christian Education director in training and planning sessions for children's leaders/workers.

5. Investigate any complaints regarding children's ministry workers. Discuss complaints/problems with workers when warranted. Document and report serious matters to pastor and proper authorities.
6. Approve all junior church disbursements of funds for supplies and projects, keeping within budgeted amount.
7. Work with the junior church teacher to plan weekly programs and participate as needed.
8. Pray for the children and junior church ministry workers.

Signature of Nominee: _____ Date of Signature: _____