

Stonebriar

community church™

JOB PROFILE

JOB TITLE: MINISTRY COORDINATOR—EARLY CHILDHOOD

REPORTS TO: EARLY CHILDHOOD MINISTRY LEADER
Family Ministries

MINISTRY PURPOSE:

Love God, Love Others by upholding the ministry values of Stonebriar Community Church (SCC), cultivating intimacy with God, and leading others toward Christian maturity. This position assists the Early Childhood Ministry Leader in developing, implementing, and leading an effective Early Childhood Ministry for children ages birth through kindergarten with sound biblical teaching and spiritual nurturing in accordance with the Mission Statement of Family Ministries, Statement of Faith, Bylaws, and Core Values of Stonebriar Community Church.

MISSION STATEMENT:

Our mission is to partner with families as a nurturing, biblical community, to provide child-relevant, age-appropriate opportunities for evangelizing, discipling, and equipping children to enjoy God for their entire lives.

MINISTRY RESPONSIBILITIES:

Including but not limited to:

- Answer basic questions about the church's faith, providing religious resources or praying with someone if requested.
- Coordinate and communicate with supervisor regarding responsibilities to be managed on site or remotely.
- Under the leadership of the Early Childhood Ministry Leader, the Early Childhood Ministry Coordinator's mission is in four main areas:

1. Early Childhood Management

- Organize and initiate Ministry Partner (volunteer) appreciation gifts and events.
- Attend and help assist at Ministry Partner training meetings.
- Oversee and communicate all volunteer scheduling.
- Oversee Clubhouse (Early Childhood worship time), specifically scripts and PowerPoints.
- Track and keep weekly attendance records.
- Follow up on all incident reports.
- Fill in for Early Childhood Ministry Leader as needed.
- Supervise and mentor all Early Childhood Hall Supervisors along with the Early Childhood Ministry Leader.
- Support Hall Supervisors and Ministry Partners during Sunday morning worship programming.
- Coordinate with Early Childhood Ministry Leader in all of facets of recruiting volunteers.

2. Special Events: Oversee and Plan a piece of each event

- Promotion
- Fall Festival
- Mommy & Me
- Open Play Monday
- Come As You Are

3. Child Dedication

- Facilitate Child Dedication parent meeting and coordinate Child Dedication details, including all paperwork and certificates, childcare, updating Ministry Platform database, etc.
- Maintain online registrations for dedications and make sure website is kept up to date.
- Enter Communications work orders for all promotional materials.
- Coordinate future dates with Senior Leadership.
- Enter all meetings and dedication into eSpace.

4. Parent Involvement

- Assist and support families attending Stonebriar's Early Childhood programs with a Christ-like, servant spirit. Acquaint parents with the Early Childhood ministry through brochures, newsletters, bulletin boards, and personal contacts.
- Encourage parents to participate in the spiritual nurture of their children.
- Send packets to parents of new babies.
- Facilitate Haven group on Wednesday night.
- Assist Early Childhood Ministry Leader with social media communications.

Ministry Qualifications:

Character

- Maintain a personal relationship and growing intimacy with Jesus Christ.
- Have a servant's heart with integrity and honesty.
- Possess a teachable and open attitude.
- Function well with coworkers, treating them with honor and grace, and providing prayerful support—a team player.

Philosophy of Ministry

- Be an active part of a staff family that values abiding in Christ and growing together in that pursuit, as we joyfully do life and ministry together.
- Embrace our staff ministry values: character in ourselves, honor to others, grace in our relationships, excellence in our pursuits, and glory to our God.
- Work with others in accordance with this statement: We want more for each other than from each other.
- Be in full agreement with and committed to the Statement of Faith of SCC.

Competency

- Be a hard worker with initiative.
- Relate well to the public.

TEAM MEMBER CONTRIBUTION:

- Support the Family Ministries Team as needed.

- Coordinate with Family Ministries leadership and church office staff.
- Participate in a weekly meeting with Early Childhood Ministry Leader.
- Attend meetings including but not limited to Early Childhood Team Meeting, All Staff, and Family Ministries All Staff.
- Be available by cell phone outside regular office hours (stipend will be provided).
- Contribute toward the improvement of the ministry as a whole.

Job Status:

Full Time: 37.5 hours per week

Benefits

Non-exempt