

Position Title | Area Coordinator

Ministry Area | Children's Ministries

Responsible To | Children's Ministry Staff

Purpose | Provide leadership in the areas of SPARKS/CLUB 45 allowing small and large group leaders to focus on leading specific groups of children and their families to know God as Father/Creator, Jesus as Savior, and Holy Spirit as Guide.

Responsibilities

- Provide leadership alongside staff
- Arrive prior to service to assist with set-up (9:30 Area Coordinator)
- Stay after service to assist with clean-up (11:00 SPARKS and CLUB 45 Area Coordinator)
- Track attendance numbers for groups responsible for (children, student leaders, adult leaders)
- Ensure all policies and procedures are followed
- Check in on small group and large group areas throughout SPARKS/CLUB 45
- Manage ministry flow and transitions
- Provide room/behavioral assistance as needed
- Assist in recruiting new leaders
- Care for current leaders
- Assist leaders and families with questions or concerns which arise during SPARKS/CLUB 45
- Complete a weekly report with celebrations, challenges, and other tasks

Training Provided

- Children's Ministry training throughout the year
- Shadow and train with Area Coordinator
- Continue training and support from staff

Time Commitment

- Approximately 1 hour during the week communicating with leaders
- 1.5 hour meetings weekly with Children's Ministry Staff Coordinator and fellow Area Coordinators
- 2 hours on given ministry day- Arrive 30 minutes' prior stay 30 minutes' after
- Additional time required for leader trainings or meetings

Knowledge, skills, and abilities

- Personal relationship with Jesus Christ and passion to share God's love in cooperation with the Holy Spirit
- Ability to attract, develop, and lead people and/or ministry teams
- Strong organizational skills
- Advanced communication and interpersonal skills