



## Children's Ministry Coordinator

Mosaic Church South Austin | Part-Time

### **Purpose of Position:**

Responsible for providing support to the Pastor of Children's Ministry in the implementation of the vision, strategy, and tactical elements for all programs, activities, and educational aspects related to the Children's Ministry at Mosaic Church South Austin (also known as mKids South).

### **Organizational Relationship and Supervision:**

The Children's Ministry Coordinator (CMC) reports to the Pastor of Children's Ministry (PCM). The PCM, Executive Pastor (XP), and/or Pastor of Discipleship (PD) will provide an annual evaluation of the CMC performance. The CMC will have a highly collaborative relationship with the Mosaic South Site Director and staff. The CMC will be responsible for upholding the church's values and doctrine both inside and outside the workplace. Attendance at the following meetings is expected: Sunday worship services, weekly staff meetings, staff development, corporate prayer (strongly encouraged), children-related and church-wide events.

### **Primary Tasks:**

The primary task of the CMC is to assist the PCM in providing clear, inspirational, servant leadership and discipleship to the adult team members and staff who serve in mKids South, in a way that supports growth in their relationships with Jesus while serving to create an environment for transformational ministry in the lives of our children. This role is as much about leading and shepherding adults as it is about leading and shepherding children.

### **Duties and Responsibilities:**

1. Uphold the cultural values of Mosaic Staff.
2. Leadership support of all mKids South Team Members, including training and orientation of new team members.
3. Responsible for all classroom set-up (create supply list and address inventory needs, etc.).
4. Organize resource room (must be easy for all staff and/or volunteers to find needed materials).
5. Send out communications to mKids staff and mKids South team members under the oversight of the PCM.
6. Support mKids curriculum development through ideation, organization, and implementation.
7. Childcare Duties:
  - a. Communicate with staff and ministry leads for all childcare needs.
  - b. Regularly check event & meeting forms for any upcoming childcare needs.
  - c. Point of contact for outside childcare service.
  - d. Communicate childcare needs and/or changes to the childcare service.
  - e. Update staff and ministry leads with childcare needs.
  - f. Keep a record of childcare workers, including their arrival and departure times for each occasion.



- g. Be on-site as the childcare liaison, or coordinate coverage for all events and meetings that require six or more childcare workers.
    - h. Coordinate the approval process for and maintain the list of childcare workers for Mosaic Communities.
    - i. Point of contact for community leaders for all childcare-related matters
8. Administrative duties:
  - a. Background checks
  - b. Schedule volunteers (using Planning Center Online)
  - c. Track team members within PCO workflows
  - d. PCO Group management
9. Prepare curriculum lessons and materials in advance.
10. Media Duties:
  - a. Ensure videos are downloaded for the curriculum
  - b. Ensure music (and media?) for worship is loaded and ready to go
  - c. Load and display slides on the mKids lobby TV
  - d. Make sure check-in stations are turned on and functioning for Sunday mornings.
11. Communicate facilities needs or improvements to the Site Director and/or Facilities Manager.
12. Communicate with and support the South Site Director regarding any incidents involving South Campus.
13. Provide leadership and support for children-related special events, as well as some church-wide or campus-specific events. Events may vary in participation and support, and tasks will be set by the designated leader of the event.

**Qualifications and Aptitudes:**

1. A thriving and vibrant relationship with Jesus.
2. Proven ability to work effectively with children, parents, volunteer teams, and staff teams in a multiethnic environment.
3. Demonstrate servant leadership in adverse and diverse circumstances.
4. Experience in childhood education/programming.
5. Must have excellent written and verbal communication skills in addition to conflict management skills.
6. Computer skills, including proficiency in Mac OS, and/or G-Suite products, as well as Planning Center Online and Asana (training available).
7. Associate's or Bachelor's degree preferred.