



POSITION: Kids CHVRCH Ministry Coordinator

The CHVRCH in Newtown Square is seeking a Kids Ministry Coordinator to help provide leadership and support to families during our Sunday worship gatherings overseeing key systems, volunteers, and resources.

We believe parents are the primary spiritual influence in their children's lives. Our Kids CHVRCH ministry—made up of both volunteers and staff—exists to come alongside parents: equipping them for spiritual leadership while also investing in their kids. Together, we seek to root children in God's Word, gather them around God's Table, and teach them to be led by God's Spirit.

HOURS: Part-time, approximately 20–25 hours/week.

COMPENSATION: \$30,000 annual salary + opportunity for ministry development and training.

SCHEDULE: Requires Sunday morning presence, flexible weekday hours, and occasional events.

REPORTS TO: Lead Pastor

PRIMARY RESPONSIBILITIES:

Leadership & Ownership

- Provide leadership and day-to-day oversight of Kids CHVRCH programming from nursery through 5th grade.
- Execute the vision of CHVRCH leadership for children's discipleship in coordination with the Lead Pastor and elder team.
- Take ownership of Sunday mornings: ensure classrooms are staffed, equipped, and running smoothly; address real-time needs as they arise.
- Communicate regularly with church staff, families, and volunteers.

Volunteer Development

- Recruit, train, schedule, and encourage Kids CHVRCH volunteers.
- Lead regular trainings and offer ongoing equipping for team members.
- Develop a culture of joy, safety, and excellence among volunteers.

Parent Engagement

- Maintain clear communication with parents about Kids CHVRCH activities, resources, and opportunities.
- Support and encourage parents in their role as the primary disciplers of their children.
- Provide simple resources and encouragement for at-home discipleship.

Curriculum & Program Oversight

- Manage curriculum selection, preparation, and distribution for all age groups.
- Evaluate effectiveness of teaching tools and adjust as needed.
- Plan and coordinate special events (e.g., VBS, Family Sundays, Christmas program).

Safety & Administration

- Oversee child protection processes: background checks, check-in/out systems, and safety protocols.
- Maintain Kids CHVRCH budget line in partnership with church leadership.
- Ensure supplies and classroom resources are stocked and maintained.

QUALIFICATIONS:

- A heart to serve children and families with patience and grace.
- Strong organizational and administrative skills.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and professionalism.
- Flexibility to adapt to changing circumstances with composure.
- Experience (3+ years preferred) in Christian ministry with children and families.
- Familiarity with Planning Center, Slack, and Google Drive—or a willingness to learn.

REQUIREMENTS:

- Must be a professing believer in Jesus Christ with evidence of growing spiritual maturity
- Must read, review, and be in agreement with our CHVRCH Statement of Faith
- Review and agree to the Kids CHVRCH Volunteer Handbook.
- Complete and pass a background screening.