

Position: Children’s Ministry Campus Coordinator

Direct Report: Children’s Ministry Director

Position Status: Part-time (8-20 hours per week); hourly; Sunday-Thursday Work Week

Position Summary

The Campus Coordinator will manage the Children’s Ministry for ages 0-5th grade under the supervision of the Children’s Ministry Director. The Campus Coordinator is responsible for the day-to-day operations of the children’s ministry, including but not limited to: Sunday morning programming; recruiting, developing, scheduling, and retaining volunteers; occasional teaching and/or leading Sunday programming; connecting with families attending the given campus; other clerical duties as needed for the given campus. This individual must be comfortable engaging with large groups of people during Sunday service times and be able to recruit, equip, encourage, and spiritually challenge volunteers weekly while modeling servant-style leadership within a growing and diverse congregation.

Qualifications

- Knowledge and experience in Biblical interpretation, child development, faith development, and religious educational theory and practice.
- Experience with building teams and developing leaders.
- Agree and embrace the vision, values, leadership distinctives, campus constants, and doctrinal statement of Epikos Church.
- Be a self-starter and exhibit a sense of urgency for completing tasks, and the ability to work on more than one project at a time.
- Ability to be alert and sensitive to problems and keep a high standard of confidentiality.
- Proficiency in using all G-Suite (Google) applications. Working knowledge of Asana and Planning Center Online is a plus.

Job Expectations & Responsibilities

- 8-20 hours of work per week - at the East Side campus
- Build and equip volunteer leadership teams that can effectively execute weekly programming while maintaining the vision of the children’s ministry.
- Implement ministry-specific systems (e.g. check-in/out, emergency procedures, volunteer screening, database management, attendance, etc.)
- Required to be strategically visible during weekend services, attend weekly children’s ministry team meetings and bi-weekly Epikos staff meetings.
- Track, analyze, and report “healthy” ministry indicators on a quarterly basis aligned with campus and ministry-specific goals.
- Provide relational discipleship and care to leaders and volunteers of the children’s ministry through regular 1:1 meetings and touch-points.

- Assist with all campus events that include children and families and demonstrate a teamwork approach.
- Partner with Epikos Church in giving regularly, weekly worship attendance, church membership, and small group involvement (as a leader or member).

Interested applicants please send resume and cover letter to jobs@epikos.org



Making more and better disciples through gospel centered worship, community, service and multiplication.