

BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Children's Admin**

Department: Next Gen

Approved by: Campus Pastor

ROLE

Oversees, trains, equips and cares for Bridge City Kids Coordinators and Child Check-in Coordinators. Ensures that all children's ministries and events at their campus are running efficiently and that A-team members are being trained and communicated with regularly.

WIN

Leaders are equipped and empowered to grow and develop children to take their next steps in becoming fully developed followers of Jesus Christ.

RESPONSIBILITIES

- Care for Kids Coordinators and Child Check-in Coordinator: Pray daily, touch base weekly, meet as needed
- Work with the A-team Coordinator in recruiting new team members and walking them through the Joining a Team process
- Ensure needed clearances and background checks are completed and current
- Oversee the implementation of curriculum, policies and procedures
- Ensures Kids Teams are being scheduled in Planning Center
- Maintain clean and safe Kid's rooms and keep supplies stocked
- Schedule and plan special events
- Schedule and lead quarterly team meetings
- Maintain Children's Ministry budgets for that campus
- Attend Sunday Huddle on days that you are scheduled to serve

REQUIREMENTS

- Is a mature follower of Jesus, a tithing member of Bridge City Church, family is in order, passion-driven, loves people, and exhibits leadership characteristics of a deacon (1 Timothy 3:8-13)
- Actively involved and supports the vision and direction of the church, participating in church events, special events, ministry opportunities, missions, and moving self and others to discipleship and growth
- Must be at least 18 years of age
- Must be able to prepare for and take ownership of a classroom during Sunday worship experiences
- Must complete applicable clearances and follow policies and procedures as outlined in Next Gen Handbook
- Regularly attend Sunday worship experiences, Connection Group, Leadership Connection, and other church events/conferences

REPORTS TO

Campus Pastor with a dotted line to Children's Director