

BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **BC Kids Coordinator**

Department: Next Gen

Approved by: Campus Pastor

ROLE

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

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 Team Leaders and Child Check-in Team Leader: 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 BC Kids Director