

TRINITY CHURCH

DOWNTOWN NORFOLK

TRINITY KIDS CAMPUS COORDINATOR



Since 2007, the mission of Trinity Church has been to make disciples who exalt Jesus Christ and honor God's word in everything they say and do. Our four-part strategy invites people to **COME** to Christ, to **GROW** in their faith, to **SERVE** Him by serving others, and **REACH** those outside Trinity with the good news of Jesus. As our community continues to grow, we remain one church with seven locations across the globe, including five in Virginia; one in Stuttgart, Germany; and one in the Middle East.

+ Position Description

The Downtown Norfolk (DN) Trinity Kids Campus Coordinator will ensure an excellent Children's Ministry for Trinity kids at the DN Campus. Excellence is achieved by maintaining a safe, organized, Christ-centered educational environment for children from birth to 5th grade.

+ Areas of Responsibility

General

- Implement weekly Children's Ministry programming provided by the Trinity Kids Central Office Team during Sunday Services and other special church events requiring childcare at the DN Campus.
- Work with the Trinity Kids Team to refine weekly programming to ensure the most effective environments.
- Work with the DN Campus Team to build and strengthen the Children's Ministry reach in your community.
- Initiate, grow and maintain personal relationships with volunteers through:
 - Developing an intentional prayer life to pray for your Trinity Kids families, volunteers, co-workers, and church leadership

- Leading annual volunteer training including safety, curriculum implementation, policies, and procedures, and parent relationships
- Utilizing Planning Center for scheduling and communicating to volunteers
- Ensuring new volunteers have submitted an application, been background checked, trained, and properly entered into Planning Center prior to serving
- Reviewing and selecting curriculum elements to be distributed to volunteers weekly
- Printing lessons and gathering and organizing all materials volunteers need for Sunday activities
- Maintaining a neat and orderly storage system of equipment and supplies at your campus that is labeled and easy for anyone to locate supplies.
- Leading the Trinity Kids Ministry Team on Sundays, ensuring safety and quality

Administrative

- Train and become adept at the use of Trinity-wide software applications for scheduling, project management and administration. Train ministry leaders and volunteers in the use of them as well. (Included but not limited to: Google Suite or similar cloud-based office software, Mailchimp and Planning Center.)
- Recruit, interview and train volunteers to serve and lead in Trinity Kids
- Operate within budget, shop for materials and maintain inventory responsibly
- Follow proper financial procedures including turning in receipts, filing financial reports, and weekly timesheets
- Special Services: Participate in planning and coordination for special services such as Easter, Christmas and Baptism services
- Compile and send weekly report with attendance totals to Campus Coordinator and Trinity Kids Administrator

On Sunday Mornings

- Arrive up to 2 hours pre-service and remain up to 1 hour post service
- Set up Check-in according to handbook
- Help Team Leaders properly equip rooms
- Lead the pre-service Huddle with volunteers 30-40 minutes before service begins
- Greet and talk to parents and children as they arrive
- Attend Sunday Worship after securing the children's areas 2x's a month
- Ensure safety guidelines are followed in classrooms
- Monitor check-out procedures at the end of service
- Oversee setup and teardown of all Trinity Kids areas
- Ensure rooms are tidy, trash is out, and everything is stored properly before leaving

+ Critical Skills

- Clear sense of calling to Children's Ministry
- Gifted and passionate to work with children and parents
- Thorough understanding of developmental curriculum needs for each age group
- Ability to communicate effectively verbally and in writing
- Ability to delegate and lead effectively with a team of volunteers
- Calm, welcoming demeanor and ability to remain cool under pressure
- Physical stamina to allow standing for several hours and the ability to assist with set up and tear down.

+ Preferred Education and Experience

- Bachelor's degree in Education, Children's Ministry or related
- Two years of experience working in Children's Ministry

+ Expectations

- Continue in Christ-centered spiritual growth and development
- Maintain consistent commitment to prayer and scripture
- Maintain strong spiritual life including marriage and/or family
- Be involved as a family in the churchwide life of Trinity Church
- Support the leadership and decisions of the Elder Board, including decisions made for specific campus
- Be on time and honest in reporting hours worked
- Follow proper procedures for requesting time off
- Cooperate with annual/regular reviews
- Attend monthly All Staff Meeting.
- Attend campus specific Staff Meetings (as directed by Campus Pastor)
- Attend Trinity Kids Team Meetings (as directed by Trinity Kids Administrator)

+Key Relationships

- Campus Pastor
- Trinity Kids Administrator
- Trinity Kids Curriculum Coordinator(s)
- Campus Team, including volunteers
- Trinity Kids Campus Coordinators

+Support

- Hourly compensation and stated benefits
- Resources as specified (computer, office space, etc.)
- Non-reimbursed Sunday skips to equal 5 a year
- Continuing education in Children's Ministry
- Personal support from Elder Board, Pastoral Staff and Trinity Kids Administrator
- Children's Ministry M&M prayer partner