



# bartlett

bible church

Position Title: Kids Ministry Coordinator – Bartlett Bible Church

Reports To: Simon Guevara – Pastor, Bartlett Bible Church

Classification: Part Time 15 hours/week

Department: Bartlett Bible Church / Kids Ministry

## JOB SUMMARY:

The Kids Ministry Coordinator will be responsible for leading the Kids Ministry at Bartlett Bible Church. This includes all Sunday morning programming for Birth – 5<sup>th</sup> grade and the recruiting, training, and scheduling of all volunteers. Reporting to the Pastor of Bartlett Bible Church, this role is instrumental in working with the Bartlett Bible Church team in reaching the Bartlett community with the gospel, growing the church, and caring for families. This role is also part of Glen Ellyn Bible Church team and will work closely with the Kids Ministry Team there for curriculum, programming ideas, technology, and policy matters.

## OBJECTIVES/PURPOSE

- Oversee all Kids Ministry programming from ages Birth – 5<sup>th</sup> grade.
- Provide a welcoming church environment for families and to grow the church.
- Support the integration of BBC/GEBC's disciple-making philosophy within Kids Ministry, as well as integrating children within total church programming.
- Share in championing the vision of home being the primary venue for disciple-making and parents/grandparents acting as primary disciple-makers.
- Recruit, equip, train and encourage volunteers for the ministry.

## ESSENTIAL DUTIES/RESPONSIBILITIES:

- Implement all Kids Ministry programming and curriculum, including weekend worship services, summer outreach efforts, and midweek programming.
- Support all Kids Ministry volunteers.
- Share in the management of the Kids Ministry budget.
- Attend staff meetings, support all volunteer training, and help manage Kids Ministry communications.
- Partner with other programming staff in vision cultivation, prayer and providing caregiving to families and children in need.
- Work with the GEBC Kids Ministry team in program development and curriculum creation.

## QUALIFICATIONS:

Education/Certification: Bachelor's Degree, or comparable experience, required.

Experience Required: Experience working with children & adults.  
Experience recruiting, training & supervising volunteers.  
Experience in administration, education and event planning.

Skills/Abilities: Love for kids & passion for discipleship within the home.  
Organized, self-motivated and ability to multitask.  
Knowledge of child development ministry needs.  
Creative and a team player.

Compensation: \$18-\$22 per hour based on experience.

If you are interested in this position please send your résumé to Simon Guevara – Pastor, Bartlett Bible Church – [sguevara@gebible.org](mailto:sguevara@gebible.org)