LIVING HOPE CHAPEL
Job Description

POSITION TITLE: Kids Ministry Coordinator **REPORTS TO:** Janet Kurinsky
CLASSIFICATION: Part Time/non-exempt, 10-15 hrs/week **DEPARTMENT:** Kids Ministry

JOB SUMMARY:

Living Hope Chapel will launch its new congregation in March of 2026, joining Bartlett Bible Church and Glen Ellyn Bible Church, and becoming one church with three congregations. The Kids Ministry Coordinator at Living Hope Chapel is uniquely responsible for helping children and families grow in relationship with Christ and one another, living out our vision through Sunday morning programming. The ideal candidate is excited about being part of a dynamic kids ministry team and the opportunity to help launch a new congregation in Wheaton.

OBJECTIVES/PURPOSE:

- Oversee all Kids Ministry programming from ages Birth – Kindergarten
- Provide a welcoming church environment for families that supports the growth of the church
- Support the integration of our 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:

- Oversee all aspects of Sunday morning kids programming, including implementation of curriculum, and supporting relational growth within the ministry
- Recruit, schedule, train and provide care for Kids Ministry volunteers
- Partner with other staff to cultivate vision, engage in prayer, and provide compassionate care for families and children
- Work as part of the GEBC Kids Ministry team in program development and curriculum implementation

QUALIFICATIONS:

Education/Certification: Bachelor's Degree, or comparable experience, preferred
Required Knowledge: Computer literate including: MS Office and Google Programs; will train on church-specific programs (Planning Center and Playlister)
Experience Required: Experience with children necessary
Skills/Abilities: Must have a deep love for children to know Jesus and to follow Him; must have strong administrative, organizational, and communication skills

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