

Family & Ministry Coordinator (FMC)

The Family & Ministry Coordinator will oversee and develop ministry to children and parents by assisting in Sunday ministry and administrative responsibilities to help move ministry forward. This position will report to the Lead Pastor.

Family Ministry Component

Purpose: To oversee, develop, and implement the objectives of the Children's Ministry at Community Bible Church Ilderton. The mission of Children's Ministry at CBC Ilderton is to partner with families to train up a generation radically transformed by the gospel of Jesus Christ.

1. Leading Children & Family Ministry Programming

- Oversee Children's Ministry
 - Nursery - Grade 5
 - Develop the Children's Ministry Moment in the Sunday service
 - Provide resources for families and children in the service

- Oversee Family Ministry Night
 - Children (including Children's curriculum and programming)
 - Youth (schedule & coordinate with youth ministry leader)
 - Adults (work together with the Associate Pastor for Outreach and Discipleship to coordinate admin and curriculum/teaching for seminars)

2. Volunteer Recruitment and Development

- Recruiting, scheduling, supporting, and training a team of volunteers who meet the various needs of Children's Ministry. This includes team development, conflict resolution, and listening to and caring for volunteers on a regular basis
- Ensuring that all volunteers working with the children comply with all

the requirements of our Child Safety Practices including police checks, training, and best ministry practices

3. Curriculum

- Choosing curriculum and preparing weekly materials
- Coordinating curriculum on a weekly basis with large group sessions to ensure consistency in teaching
- Creating spaces of learning that are inviting and engaging
- Resourcing teachers and volunteers with supplies as needed

4. Developing and Leading Community Outreach Events

- Working together with other staff, the FMC will play a vital role in connecting children's ministry to the church family and the surrounding community. This will require good communication, administration, and event planning skills. Through movie nights, VBS outreach events, and involvement in community activities (such as the Ilderton Fair), the FMC will create events for children to be actively engaged in creative learning environments to know the good news of Jesus Christ.

5. Communication

- Connecting and communicating clearly with volunteers, parents, and caregivers on a regular basis to ensure engagement and care
- Contributing to church-wide communication tools such as the weekly eBulletin, Children's Ministry Newsletters, bulletin, website, and social media
- Following up with CBC Ilderton families and new families through email, phone calls, and mailings as appropriate
- Create meaningful exposures of the ministry to the congregation through Children's Ministry Sundays, outreach activities, and other appropriate avenues

6. Administration

- Maintaining accurate student and volunteer attendance records and databases
- Organizing and managing classrooms, supplies, set up, and signage
- Prepare an annual budget and ministry plan

- Prepare reports as requested by the Lead Pastor

Ministry Coordinator Component

Purpose: to assist the pastoral staff by coordinating, supporting, or leading various Sunday ministries, including audio/visual, IT, and Building & Grounds.

1. Audio/Visual (Working with Sound and A/V)

- Overseeing the operation of Sound, MediaShout, and Mevo on Sunday Mornings in conjunction with the IT ministry leader
- Recruiting and training volunteers and lay leaders for Audio/Visual volunteer positions
- Ensuring excellent sound, visual, and livestream quality for Sunday Morning services, seeking improvements as opportunities present
- Overseeing and participating in upgrades to audio/visual equipment and systems
- Developing Podcast studio for future opportunities to deliver virtual ministry

2. Ministry Coordination and Management

- Working together with the Administrative Assistant, to oversee the implementation of Church Management Software throughout CBC Ilderton's various ministries
- Coordinating and scheduling volunteers across all areas of ministry (Children's Ministry, Youth Ministry, Worship Team, Audio/Visual, Greeters, Ushers, Library, etc.)
- Supporting church staff in various administrative tasks as needed

3. Information Technology (Working with IT Ministry Leader)

- Partnering with the IT ministry leader, assist in the budgeting process and implementation of IT upgrades
- Troubleshoot IT needs throughout the church as needed

4. Building and Grounds (Working with B&G Ministry Leader)

- Acting as a liaison between staff, ministry leaders, and the B&G team, the Ministry Coordinator will assist B&G with planning and implementation of Building & Grounds plans, discussing ministry

needs, and coordinating future ministry plans as it relates to building and grounds initiatives.

Other Role Components

1. Preaching

- Filling needs in the church's preaching calendar as requested by Lead Pastor

2. Other Duties as Required - as requested by Lead Pastor