



Children's Coordinator Application

Thank you for applying to serve God at West Side Church in this role. This position is responsible for partnering with the children's director by coordinating weekly programming.

To be considered for this position, a complete application includes:

- **Cover letter and current resumé detailing:**
 - Interest in serving in this role
 - Education
 - Ministry and work experience
 - Spiritual gifts and talents
- **Responses to all application questions**

Application Questions:

Answer each question using attached documents as needed. Links to reference documents are included below to help inform your responses.

1. **Share your personal testimony.**
2. **Share your heart for Children's Ministry.**
3. **Are you in agreement with West Side Church's Articles of Faith?**
 - [West Side Articles of Faith](#)
 - *If not, please attach an explanation for any points of disagreement.*
 - *Express any questions or concerns you have regarding any particular article.*

Submission:

Submit your application via e-mail in PDF format to jason@westsidechurch.info.

PURPOSE: The children’s ministry coordinator works with the children’s director to implement and carry out the vision to shepherd our kids (birth - 5th grade) in order to Glorify God, Proclaim Christ, Make Disciples.

| Team Responsibilities | Individual Ministry Duties |
|--|---|
| <ul style="list-style-type: none"> ▪ Report to the children’s director. ▪ Participate in the Pastor, Director, Coordinator Team. ▪ Work directly with ECC or ELM volunteers by building relationships and leading them in disciple making. ▪ Partner with the Family Team. <p>WE DESIRE SOMEONE WHO...</p> <ul style="list-style-type: none"> ▪ Is a natural leader with management skills to help others succeed. ▪ Has administration and organizational skills. ▪ Has spiritual maturity to maintain healthy work environment and be able to minister to others. ▪ Is a team player. | <p>Children’s Ministry</p> <ol style="list-style-type: none"> 1. Sunday mornings are top priority for attendance. 2. Work with the children’s director in carrying out the vision of the Children’s Ministry. 3. Know and be competent in the roles of all the volunteers in assigned area of ministry. 4. Oversee the preparation of curriculum and classrooms for weekly programs. 5. Oversee and effectively run the assigned Sunday area and prepare for Wednesday nights. 6. Assist in the planning and organizing of special and off night events. 7. Assist in the leading, recruiting, following up, and placement of volunteers in assigned ministry. 8. Assist in the training and development of leaders. 9. Meet regularly with the children’s director to assist in vision building. 10. Attend core team leader meetings when possible. 11. Build relationships and trust with your leaders, set them up for success, and solve problems by communicating weekly. 12. Establish safe environments for kids, workers and parents and enforce safety procedures with grace and consistency. 13. Keep classrooms and storage areas well stocked, organized and clean. 14. Other duties as assigned. |

QUALIFICATIONS:

1. Must exhibit Christ-like character according to the qualifications in 1 Timothy 3:8-13.
2. Must agree with West Side’s established Articles of Faith, mission and discipleship strategy.
3. Must have a heart for ministering to kids and their parents.
4. Must have a teachable spirit.
5. Must be able to lead leaders.
6. Must be deeply in love with the Lord and continually cultivate this relationship in their life.
7. Must pass a national background check.
8. Must be able to abide by the West Side Church Operations Manual.

MODE OF SELECTION: Search team and PLT