



Bowral Church of Christ

KIDS MINISTRY COORDINATOR

Job Description

Reports To: Church Leadership Team

Works Closely With: Community Team

Part-time: 1-2 days/week

Position Summary

The Kids Ministry Coordinator provides leadership, administration, pastoral care, and vision for the children's ministry of the church. This role supports and equips Kids Church teachers, coordinates curriculum and ministry planning, fosters relationships with children and families, and helps create a safe, welcoming, and Christ-centred environment where children can grow in their faith and connection to the church community.

Key Responsibilities

1. Ministry Coordination and Administration

- Communicate regularly with Kids Church teachers through meetings, email, messaging, and other appropriate channels.
- Develop and maintain term ministry plans, teaching schedules, and volunteer rosters.
- Provide digital and physical teaching resources to support lessons and ministry activities.
- Maintain accurate attendance records and ensure the names of all supervising adults are recorded each week.
- Submit attendance and volunteer records to the Church Administrator at the end of each term for filing and record-keeping.
- Ensure all child and family information records are up to date and maintained according to church procedures.

2. Program Planning

- Coordinate Kids Church content and lesson plans in alignment with the church's teaching program and sermon plan where appropriate.
- Meet with the Kids Church team at the beginning of each term to discuss and prepare for Church Family Services.
- Coordinate children's participation in Family Services held at the end of each term.
- Ensure resources, staffing, and logistical requirements are in place for ministry activities.

3. Events and Community Building

- Work alongside Kids Church teachers and Community Team to plan and run at least one additional children's event each term outside of regular Sunday services.
- Encourage activities that strengthen relationships among children, families, and church members.
- Support opportunities for fellowship, outreach, and community engagement within the children's ministry.

4. Pastoral Care

- Build positive relationships with children and their families.
- Demonstrate care and interest in significant events and circumstances in children's lives, including birthdays, achievements, challenges, and family needs.

- Foster an environment where children feel valued, known, supported, and spiritually encouraged.

5. Vision and Leadership

- Provide vision and forward planning for the ongoing growth and development of the children's ministry.
- Identify opportunities to improve ministry effectiveness, engagement, and discipleship outcomes.
- Work collaboratively with church leadership to ensure the children's ministry supports the overall mission and vision of the church.

6. Annual Responsibilities

- During Term 4, coordinate the purchase of end-of-year book gifts for all children, ensuring adequate time for ordering and preparation before distribution in early December.

7. Key Attributes, Skills & Requirements

- Approved paid Working With Children Check
- Safe Church Training (Can complete once employed)
- Proven ministry experience working with children in a church or Christian camp setting
- An active member of Bowral Church of Christ (BCOC), demonstrating a commitment to the church's mission, values, ministries, and community life or willing join BCOC
- A personal Christian faith and commitment to the mission and values of the church.
- Passion for children's discipleship and spiritual growth.
- Strong organisational and administrative skills.
- Effective communication and relationship-building abilities.
- Initiative in planning, problem-solving, and ministry development.
- A pastoral and caring approach toward children and families.
- Ability to work collaboratively with church leadership and ministry teams.

8. Expected Outcomes

- Well-supported and equipped Kids Church teaching team.
- Consistent, organised, and engaging children's ministry program.
- Strong connections between children, families, and the wider church community.
- Accurate ministry records and compliance with church procedures.
- Children who are encouraged in faith, participation, and belonging within the church family.