

Highlands Church

Position Plan:
Kids Ministry Coordinator

Highland's Mission

We build communities so more people can know the hope and joy of Jesus.

Key Characteristics

Brave: we take risks

Passionate: we do everything out of love

Humble: we put others first

**We believe that one person's role is not more important than the overarching mission of Highlands Church. So, while a position plan details responsibilities and measurement, we are interested in building a high functioning and faith based team, rather than any one person's ministry or personal objectives.*

Overarching Position Plan

To champion the effectiveness and efficiency of the Highlands Kids Ministry TEAM by proactively meeting the needs of the team to create consistent WINS!

Kids Ministry Goals

To create safe environments where kids can learn about Jesus and have FUN doing so.

Position Objectives

- To assist in leading the Kids Ministry TEAM, kids and families to live out the mission of Highlands Church.
- To assist the Kids Ministry TEAM in creating strategies that will help execute weekend and midweek programming and events to accomplish the ministry goal.

Position Specifics

1. Organize and execute Orange Curriculum for Sunday mornings.
2. Schedule volunteers for Kids Ministry programming in Planning Center Online.
3. Review and update all Asana projects and SLACK communication in a timely manner.
4. Assist in updating social media platforms (Facebook/Instagram)
5. Maintains consistent communication with volunteers
6. Prepares small group materials for weekend services
7. Openness to assist, implement and/or execute Kid Ministry tasks as needed.

Position Requirements

1. A Team player
2. A passion and drive for helping kids AND parents take their next spiritual step.
3. Ability to communicate, rally, and inspire
4. Solution-based thinking
5. Assist in building and executing a systemic, strategic process
6. Positive attitude
7. Strong administrative and computer skills
8. A willingness to do whatever it takes
9. Ability to obtain and organize data and information
10. Enjoys having fun while getting the job done
11. Ability to be flexible in response to an unexpected change in work volume and staffing needs
12. Loves Jesus