

Monroe Community Church

Position - MCC Kids and Family Ministry Coordinator/Director

Position Summary:

The Kids and Family Ministry Coordinator supports the vision of the Pastor of Discipleship by implementing and overseeing the church's discipleship framework to children ages 0-6th grade and families. This role coordinates curriculum, teaches and forms children in faith, plans family events, and manages the logistics of the ministry including scheduling volunteers, classroom setup, policies, and family communication. The coordinator also identifies and equips volunteers—especially young parents—to participate in discipleship and help steward a healthy, sustainable volunteer culture.

Qualifications:

- Must be a mature Christian with a deep and growing relationship with Christ.
- Must demonstrate a prayerful spirit.
- Ability to implement ministry strategies and environments aligned with pastoral vision
- Strong organizational and administrative skills
- Experience recruiting, training, and coordinating volunteers
- Clear and relational communication with families, volunteers, and staff
- Ability to manage ministry details with consistency and follow-through
- Experience with PreK-6th grade educational and/or ministry environments
- Knowledge of age-appropriate spiritual formation practices and child development principles
- Availability to be present for Sundays and staff meeting days (Tuesday mornings)

Responsibilities:

- Implement the discipleship vision for children and families under the leadership of the Director/Pastor of Discipleship
- Coordinate weekly kids ministry environments, including volunteer scheduling, classroom preparation, and curriculum implementation
- Oversee the development and breakout of classrooms based on age segments as MCC continues to grow in young families
- Recruit, train, encourage, and schedule volunteer leaders serving in children's ministry in person and through digital tools
- Communicate with parents about ministry updates, events, and opportunities for engagement
- Help create safe, welcoming, and developmentally appropriate environments for children
- Assist in planning and executing seasonal events, family gatherings, and discipleship opportunities
- Maintain ministry systems such as attendance, check-in processes, and volunteer coordination tools

- Manage & maintain Church Safe policies to ensure MCC compliance
- Manage the Family Ministry budget

Skills & Traits:

- Strong organizational skills and attention to detail
- Clear and relational communication with volunteers, families, and staff
- Ability to recruit, coordinate, and encourage volunteer leaders
- Dependable with strong follow-through and time management
- Team-oriented and responsive to leadership direction
- Warm, relational presence with children and families
- Comfortable trying new approaches and iteration

Accountability:

The Kids/Family Ministry Coordinator is directly accountable to the Pastor of Teaching and Vision and works closely with the Pastor of Discipleship and other ministry staff.

Hours and Compensation:

- The Kids/Family Ministry Coordinator shall be part time (20 hours a week)
- Remuneration as negotiated with Council

Code of Conduct for MCC Staff and Ministry Leaders:

1. We seek to become a people of prayer, praying for one another and with one another.
2. We strive to listen first.
3. We will serve others with humility, empathy, and patience.
4. We will encourage, help, and hold one another accountable.
5. We will seek as much joy in our work as possible and share this joy with others.
6. When complaints or conflicts arise, we will practice a Matthew 18 approach.
7. We will talk out our issues of disagreement with one another.
8. We will encourage all to use and develop their gifts.

To Apply:

Please submit your resume and cover letter to info@mccgr.org detailing your interest in the role; how your experience equips you for this role; what your passion for the role is; and why you're interested in working at Monroe Community Church.