



Job Description

Position Title: Children's Ministry Curriculum Coordinator

Reports to: Director of Children's Ministries

Revised: 10.03.2019

Department: Family Life

Status: Part-time; Hourly non-exempt

Campus: Central Services

Primary Purpose

NewPointe's Children's Ministry Curriculum Coordinator is responsible for changing people's lives by ensuring that NewPointe's mission, vision, and ministry direction are consistent across all campuses in all Children's ministry environments. This role supports Children's Ministry by collaborating with the Director of Children's Ministry and campus Children's Ministry directors so that that NewPointe can effectively lead children, students, and parents to realize and reach their full potential in Jesus Christ.

Key Result Areas (KRAs)

- Oversee and execute the preparation and distribution of Children's ministry curriculum to all NewPointe campuses.
- Oversee the preparation and export of ProPresenter playlist for Children's Ministry environments to include memory verses, songs, etc.
- Champion Children's ministry through the selection/creation of curricula, global event and series planning, and provision of resources for families.
- Work with Director on special projects affecting Children's ministry through prayer, organization, vision-casting, leadership, follow-through, and follow-up.
- Support Children's Ministry directors on curriculum use and execution at the campus level.
- Other duties as assigned

Position Requirements

Supervisory:

- Lead volunteers

Knowledge/Skills/Abilities:

- Ability to use leadership skills to grow others in their relationship with Jesus Christ
- Ability to lead as a servant leader whose desire is to equip and empower
- Ability to lead volunteers
- Ability to cast vision, rally people behind that vision, and help create strategies that make that vision a reality.
- Ability to possess a high commitment to supporting the overall vision and mission of NewPointe Community Church
- Ability to build teams

Qualifications

- Education: High school diploma required; college degree preferred

- Experience: Related experience in leading at high levels in a growing church/organization.
- Working knowledge of Microsoft Office applications and ProPresenter preferred
- Licenses: none

Physical Activities/Requirements

- Must possess a valid driver's license

Personal and Spiritual Requirements

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle
- Models standards and expectations of leaders within NewPointe, including . . .
 1. Partnership
 2. Tithe (within 3 months of hire)
 3. Participate in authentic community (meaningful accountability)
 4. Regular attendance at all NewPointe services

At NewPointe we value working through people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value reaching lost people.

ACKNOWLEDGMENT

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

Applicant Signature/Date

Management Signature/Date