



**Title:** Kids' Ministry Coordinator

**Role:** Part-time employee (5-10 hours per week)

**About New City Church:**

New City Church is a small, non-denominational church plant practicing the way of Jesus together in South Nashville. We aim to be a place for people to explore faith, find hope in Jesus, and make a difference. We are a portable church, meeting at a community center and setting-up/tearing down each Sunday.

**Role Description:**

The part-time Kids' Ministry Coordinator will be responsible to New City Church under the supervision of the Lead Pastor and New City kids' ministry team, for supporting and coordinating the kids' ministry needs of Sunday worship gatherings. This person will coordinate and schedule volunteers for kids' ministry, ensure materials are printed, gathered, and distributed, and serve within the kids' ministry on Sundays. They will also assist with the set-up and tear down of our Sunday gatherings.

**Job Requirements:**

- Applicants need to be available from 8:00 am - 1:00 pm on Sundays
- Willing to submit to a background check.

**Primary Responsibilities:**

- ***Volunteer Management and Recruitment:*** Scheduling and recruiting kids' volunteers and maintaining up-to-date background checks via Chekr
- ***Sunday Preparation:*** Distributing kids' curriculum to volunteers & ensuring materials, games, & crafts for each child are planned & ready each Sunday
- ***Set-Up/ Tear-Down:*** Assist with the set-up and tear down on Sundays with priority on the kids' ministry
- ***Sunday Leadership:*** Serving in the children's ministry team during Sunday worship gatherings and leading Bible stories and crafts
- ***Growth:*** Working with church leadership to discern when to expand kids' ministry
- ***Other:*** Completing any other tasks assigned by the Worship Pastor or Lead Pastor as needed during the agreed upon time

**Knowledge Base & Traits**

- Loves Jesus and the Church
- Relational and works well alongside others
- Organized
- Experience working with children in a church, preschool, or an educational setting
- Demonstrates a working knowledge and a willingness to grow and learn

**To Apply:**

Please submit a brief cover letter, a resume, and two references to [info@newcitynash.com](mailto:info@newcitynash.com)