



Calvary Kids Service Coordinator

Mission

The heart of our Calvary Kids Ministry is to partner with parents to make disciples of the children in our church. Equipping them to grow in their faith and prepare them to share the love of Christ through grace.

Description

The Service Coordinator will be responsible for maintaining order during the church service. They will be ready and available to serve and support the teachers, parents, and kids. They will also be responsible for communicating with the Director and volunteers as needed.

Qualities

- Seek the Lord daily in Bible devotion and prayer.
- Agree with the Calvary Chapel Meridian Mission and Statement of Faith.
- Set an example for others.
- Trustworthy and Dependable.
- Attend at least one church service per week.
- Ability to work independently with little supervision.
- Ability to work well with others.
- Be a servant and help others to meet the goals of our mission statement.
- Flexible and able to find solutions under pressure.
- Pass a background check.
- Present yourself in a friendly, professional manner.

Responsibilities

1. Communicate with love and grace.
2. Disciple, support, and encourage the volunteers.
3. Arrive early to the church service, ready to pray with the teachers.
4. Take volunteer attendance to ensure all classes are covered.
5. Be ready to greet families as they arrive and assist with the check-in process as needed.
6. Know all Calvary Kids policies and procedures and be able to explain them to others as needed.
7. Check on classes throughout the service to ensure teachers are well supported and able to focus on their class.
8. Provide support when teachers call for assistance.
9. Step in and address behavioral challenges that may arise to limit distractions for the teachers.
10. Communicate behavioral challenges to the parents in order to find a solution.
11. Ready and willing to step into any role if a last-minute need arises.
12. Complete the cleanup checklist at the end of each service and ensure all classrooms, check-in counters, hallways, and resource room are clean and organized.