

## Cityview Children's Coordinator Job Description

### ROLE SUMMARY

The Cityview Children's Coordinator (CCC) is called to administer all aspects of the children's ministry at the Cityview campus of Grandview Christian Church, in harmony with Grandview's vision and values and in conjunction with the Children's Minister.

### QUALIFICATIONS

- Be willing to join Grandview as a member, if hired
- Be a growing and committed disciple of Jesus
- Possess strong leadership, organizational, and communication skills
- Be caring, approachable, and passionate about church ministry
- Be evangelistic in ministry approach
- Be relationship and team oriented, with experience in building effective teams and identifying competent leaders
- Demonstrate a willing submission to executive ministry leadership and a commitment to excellence
- Live a life of integrity, which flows from Gospel transformation
- Be passionate about helping children and their families grow in the Christlikeness

### RESPONSIBILITIES

- Maintain the desired Grandview children's ministry values for the campus
- Facilitate the congregation's participation in discipling our children on a weekly basis
- Shepherd the children, volunteers, and interns under your care, and equip them for future leadership in the Church.
- Coordinate children's programming that is consistently executed by well-prepared volunteers
- Oversee, lead, and train children's ministry volunteers at your campus
- Lead occasional service and recreational events for children, outside the normal weekly schedule
- Collaborate with the Grandview Children's Minister on recurring events (e.g., Two4Two, Camp 105, etc.)
- Oversee setup of the children's space for Sunday morning service, as needed.
- Provide content for website, newsletter, and bulletin.
- Participate in professional growth each year through coursework or conference attendance.
- Other duties as assigned.

## RELATIONSHIPS

Oversees: Cityview children's ministry volunteers

Collaborates with: Grandview Children's Minister, Cityview Campus Pastor

Reports to: Cityview Campus Pastor

## ADDITIONAL INFORMATION COMPENSATION

Position type: part-time (15 hours/week)

Compensation: \$12/hour

PTO: paid major holidays

*For more details, or to apply, please submit a resume, cover letter, and three references to Brandon Waite (Grandview Executive Minister) at [brandon@grandviewchristian.org](mailto:brandon@grandviewchristian.org). To discuss questions over the phone, call the Grandview church office at 423-928-7866.*