



1st-4th Grade Worship Coordinator

CHILDHOOD

PART TIME

The Elementary Worship Coordinator serves as a member of the Childhood Ministries team for the development of a cohesive ministry.

RESPONSIBILITIES

- › Assume responsibility for creating and executing engaging, age-appropriate worship experiences for elementary children, specifically leading 1st/2nd grade worship during the 9:30 hour and 3rd/4th grade worship during the 11:00 hour and Wednesday night Midweek Kid's offerings.
- › Worship Experience Development and Execution: Create and maintain dynamic, age-appropriate worship experiences that engage children and support the curriculum objectives.
- › Technical Production Management: Take primary responsibility for the technical aspects of worship services, Ensure all technical elements enhance, rather than distract, from the worship experience. Maintain and organize all digital content, creating backup systems and training volunteers on best practices for technical operations.
- › Volunteer Team Leadership: Recruit, train, and lead teams of volunteers who are passionate about children's worship. Provide clear direction through detailed scripts and regular communication, while fostering an environment where volunteers feel valued and equipped to serve effectively.
- › Program Development and Coordination: Create and maintain service schedules, run-sheets and/or scripts. Coordinate with other ministry areas for special events and productions.
- › Serve in a leadership capacity during the 8-week children's choir session, providing creative input and technical support for all aspects of the choir program.
- › Responsible for the upkeep of digital storage for all curriculum, printable materials, and volunteer scheduling efforts to the appropriate folder on BHBC Kids Teams and/or Media Server.
- › Must remain on church property during all scheduled hours (with opportunity to attend 9:30 worship or LifeGroup), be physically present on the children's hall during 11:00 LifeGroups and Wednesday night Midweek Kids, remain on call for ministry needs when not directly supervising, and stay until all children are picked up. Provide backup coverage, as needed, for the lower level worship coordinator.
- › Position may be required to attend conferences, workshops and/or other enrichment activities.

QUALIFICATIONS

Detail-Oriented

- › They must be efficient in managing projects details and must demonstrate meticulous attention to detail.

Organized

- › Must possess strong interpersonal, organizational, and motivational skills.
- › The ability to handle multiple tasks and projects simultaneously

Collaborative

- › Work collaboratively with the Director of Childhood Ministries to ensure worship experiences align with curriculum goals
- › Works earnestly with the Director of Childhood Ministries and BHBC Kids leadership toward execution of global efforts and all events coordinated by Childhood Ministries.

Communicator

- › Must be equipped with a working knowledge of resource management and communication.

Experienced

- › Must have experience (or demonstrated ability) using Microsoft Office and possess outstanding computer skills. Outstanding interpersonal skills (recruitment, retention, caring) and team player.