

# **Administrative Coordinator**

Job Description

Revised: 8/17/04



## **BASIC FUNCTION**

- Work with the Children's Pastor to develop and carry out the vision for the children's ministries of CLF.
- Assist the Children's Pastor in providing organizational assistance for children's ministry coordinators.
- Work with the various children's ministry coordinators (ie: Early Childhood Coordinator, Missionettes Coordinator, Royal Rangers Senior Commander, Kids C.E. Coordinator, etc.) to direct the overall ministry to children at CLF.
- Serves as a resource for all children's ministries coordinators, assisting them as needed.
- Assist the Children's Pastor in recruiting, training, and nurturing the volunteers serving in the children's ministries of CLF. This is accomplished through assisting the ministry coordinators with organizational and administrative needs.
- Serve as a resource to pastors, children, parents, and teachers.

*\*Note – This role isn't an "Administrative Assistant", simply helping handle paperwork issues and therefore wouldn't be considered a "church secretary". Rather, this individual serves as a key assistant to the Children's Pastor, and would be an integral part of continued ministry growth, assisting with organizational needs and serving as a "coordinator for coordinators" within the children's ministries of CLF.*

## **SPECIFIC ONGOING MINISTRIES**

- Continually reviews children's ministries policies and procedures and works with the Children's Pastor to implement improvements.
- Provides organizational assistance to the Children's Pastor regarding the growing children's ministries activities at CLF.
- Assists the Children's Pastor in planning the annual children's ministries calendar of events.
- Assists the Children's Pastor in developing the annual children's ministries budget.
- Coordinates the ordering of any needed supplies and curriculum for use within the children's ministry department.
- Assists the Children's Pastor to develop a kids visitor assimilation and absentee follow-up plan and helps provide ongoing organizational leadership to it.
- Assist the Children's Pastor in developing and overseeing new children's ministries that are developed.
- Assists the Children's Pastor in providing ongoing training opportunities for those who volunteer to serve kids at CLF.

## **SPECIFIC OCCASIONAL MINISTRIES**

- Assist the Children's Pastor by providing organizational leadership for special children's ministries events such as Vacation Bible School, Kids Candy Carnival, & We Love Kids Banquet.

## **PURPOSES:**

The Kids Ministries of Christian Life Fellowship exist to:

Introduce children to the Gospel,  
Minister to their needs,  
Pray for them, that they will  
Accept Christ as Savior.  
Connect them with other Christians and  
Train them for a life-long relationship with Jesus Christ.

