



<b>Title: 1ST B KIDS MINISTRY COORDINATOR</b>
<b>Department: 1ST B KIDS</b>
<b>Revision Date: 2/12/26</b>

### **Purpose / Position Overview**

The Kids Ministry Coordinator helps bring vision to life by providing clarity, structure, and follow-through within First B Kids. This role is designed to support the creative and directional leadership of the ministry by ensuring ideas are thoughtfully evaluated, organized, and carried through to completion.

This position is ideal for someone who loves turning vision into reality, thrives on execution, and finds joy in creating order, consistency, and momentum behind ministry initiatives.

### **Spiritual Requirements**

1. Affirmed and approved by the church (FBC) as a recognized member and leader of the church body.
2. Willingly submits to the FBC Membership Commitment and all other commitments as taught in Making First B Your Home classes (Church (Membership)).
3. Committed to Love God and Love People, and encourage others to do the same.
4. Meets character/spiritual qualifications of a Spirit-empowered, Gospel-centered, relationally-invested church leader.
  - a. Above reproach (I Tim. 3:2; Titus 1:7)
  - b. Demonstrates godly character (Tim. 3:2-3, 8; Titus 1:6-8)
  - c. Knows how to lead and how to follow (Titus 1:6)
  - d. Ministers to his/her family (I Tim. 3:4; Titus 1:6)
  - e. Able to communicate the Word of God to others and give instruction in sound doctrine (Titus 1:9; Heb. 13:7)
  - f. Good reputation with outsiders/non-believers (I Tim. 3:7)
  - g. Full of the Spirit and wisdom (Acts 6:3)

## **Team Commitment**

To support *Unity* within our team (Acts 2:46; 4:24; 5:12; 8:6):

1. I will focus my ministry on the **Mission** of FBC: To Love God and Love People as we Glorify Him with a lifestyle of worship, grow in our relationship with Him, serve others, and share God's story.
2. I will focus my ministry on the **Strategic Priorities** of FBC: To shape disciples, embrace the younger generations, engage our community, be missional and live generously.
3. I will focus my ministry on the **Strategy** of FBC: Disciples are made in the context of missional communities and authentic relationships. Missional communities are nurtured in five environments – large, medium, and small gatherings, individual time with God, and our global focus.
4. I will invest my **Resources** in FBC: Realizing our common mission, purpose, vision, and strategy requires that we generously invest our personal, God-given time, talents, and treasures in the work of First Baptist Church of Eugene.

## **FBC Kids Ministry Specific Duties**

- Strive to support the First B Children's Ministry team in every way possible to ensure the team is fully functional
- Update and maintain the 1st B Kids website with events and resources
- Maintain and keep the 1st B Kids social media accounts up to date
- Update Planning Center and the calendar for all 1st B Kids events
- Prepare, organize, and clean classrooms before and after use
- Download, organize, print, and distribute the Brite curriculum to classrooms
- Be available to assist the 1stB Kids Pastor with support needs and special projects
- Help create systems that improve organization and overall functionality
- Update and support the Check-In system
- Assist with and be available for special events as needed
- Provide occasional support in Sunday classrooms when needed
- Assist with volunteer recruitment
- Support and assist with midweek children's discipleship and outreach opportunities
- Own weekly logistics and recurring ministry systems
- Manage schedules, supply tracking, and administrative workflows
- Ensure details, timelines, and tasks move to completion
- Maintain ministry processes (registrations, attendance, communication, etc.)
- Coordinate volunteers, classrooms, and Sunday readiness
- Manage communication and follow-up related to events and teams
- Support preparation for programs, events, and special Sundays
- Strengthen and maintain organizational systems
- Maintain the Kids Database in Planning Center

### **Special Knowledge / Skills Required**

- Self-motivated, detail oriented, able to multitask
- Knowledge of Google Drive
- Ability to prioritize workload, meet deadlines, manage projects
- Ability to work effectively and efficiently with others in a team environment
- Ability to use discretion when dealing with volunteers and parents.
- Ability to be flexible and servant-oriented
- Heart and commitment to keep learning and growing in Jesus

### **Directly Reports to**

- 1ST B Kids Pastor

### **Terms of Employment**

- Endorse and support FBC's Membership covenant, Statement of Faith, and Position Statements.
- Abide by all policies and procedures as outlined in the FBC Personnel Policy Manual.
- Remain a member in good standing of FBC.
- Work day hours to be determined. Sundays are required. A typical work week is Sunday/Monday/Tuesday/Wednesday
- This is a 25 hour a week position and flexibility is required for ministry events on evenings or weekends.

-----  
Signature of Employee

-----  
Date

-----  
Signature of Supervisor

-----  
Date

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned or negotiated to meet the ongoing needs of the organization. From time to time this job description may be modified, changed, added to, or reduced.