



Job Description

CHILDREN'S MINISTRY COORDINATOR

HOOVER CAMPUS

Position Status: Part-Time (10 Hours)

Reporting to: Hoover Campus Director of Operations

JOB SUMMARY AND PURPOSE

The Campus Children's Ministry Coordinator will provide leadership and organization for age-level ministries from Newborn through 5th grade for our Hoover campus. The chief role is to serve as a pastoral presence to the children and to lead parents into being the primary disciple makers in their children's lives. An exceptional candidate will be an experienced leader, who is energetic and passionate about children, highly organized and a good communicator.

SPECIFIC RESPONSIBILITIES AND JOB DUTIES

Building and Foster Relationships

Essential duties include the items listed below, plus other duties as required or assigned. In close coordination with the Trinity Hoover Campus Pastor and Director of Operations, cast a compelling vision for the Children's Ministries that focuses on biblical teaching and community.

- Develop and implement plans for executing vision and goals.
- Collaborate with Trinity's Pastor of Children and Families on curriculum and programming.
- Lead or recruit folks to direct children's moment during worship.
- Lead or recruit volunteers to teach children's Sunday school and "Children's Church."
- Working with the Director of Operations and Campus Pastor, recruit, train, and develop volunteers as the ministry grows.
- Work closely with parents to both equip them for ministry in their homes and engage them in the ministry of the church.
- Collaborate with other Trinity staff on special projects.
- Participate in extraordinary Trinity Hoover community or church-wide events that include children.
- Work with the Trinity Kids Ministry staff to ensure that nursery workers are in place and equipped each Sunday morning.

Culture and Values

We require a Christian committed to living a life that reflects the Good News of Jesus Christ, who is comfortable working in a United Methodist church and:

- A team player and leader who values the overall mission of the church above self.
- Can work unsupervised and take initiative to address issues in accordance with Trinity's mission in Hoover.

- Will take a lead role in ensuring healthy and timely communication between themselves and their supervisor.
- Loves working with children and feels passionate about children's spiritual development and involvement in the church.

Schedule & Qualifications

- Flexibility to adjust weekly schedule to meet with members (e.g., coffee or lunch meetings), with regular availability on Sundays for worship services, small groups, and Trinity Hoover events. This also includes Christmas Eve and Easter.
- Proficiency with computers — including email, document creation, spreadsheets, and basic database use.
- Dependable, and self-motivated.
- Strong interpersonal and communication skills, including comfort speaking with individuals and small or large groups.
- Physical ability to perform moderate activity, including lifting and moving items up to 30 pounds.