

Coordinating in Children's Ministry

DEFINITIONS

1) A children's ministry coordinator is simply **a servant of the Lord** who is called to come along side the CM pastor in assisting with overseeing every aspect of activities in CM.

Mt 20:25-28; Mt 23:11-12; Acts 20:28; 1 Pet 5:2-3; Ex 17:8-13

2) A children's ministry coordinator is an extension of the CM pastor:

- a) Extra set of eyes
- b) Extra set of ears
- c) Extra set of mouth
- d) Extra set of hands
- e) Extra set of feet

RESPONSIBILITIES OF A COORDINATOR

1) Be in prayer for the following:

- a) Children's ministry
- b) Pastor and his family
- c) Teachers/helpers/workers/other leaders
- d) Children that will be attending
- e) Yourself

1 Thes 5:17; Eph 6:18; Phil 4:6; 1 Tim 2:8; Eph 6:12; Col 1:9-11

2) Assist CM pastor oversee coverage for all classrooms

a) arrive early to open up rooms; put up signs; greet teachers, helpers, workers as they arrive; prepare and pass out supplies to teachers

b) make sure classrooms are open for all grade levels and age groups

c) assist substitute teachers find supplies, find room, and answer any questions

d) if needed open up a room until teacher arrives or until substitute teacher is found

e) assign volunteer helpers to needed rooms

f) communicate with nursery coordinator for any needs or problems and relay the information to CM pastor as needed

g) communicate with CM pastor about any problems, any needs, and shortage of teachers, helpers or classrooms

h) fill in for a teacher to teach a class if needed; filling in for a helper to help a teacher if needed

Mt 20:25-28; Col 3:22-24; Col 3:12-17

3) Make rounds

- a) greet and welcome parents and children in the hallway with a smile
- b) facilitate flow of traffic in hallways; ushering parents to rooms; looking around for any problem areas
- c) make sure the number of children in rooms are evenly distributed; closing rooms if needed; directing parents and children to other rooms or moving up to higher grades if appropriate or to the over flow room if necessary
- d) communicate with teachers to make sure they have enough help, enough supplies for activities, crafts, snacks, etc
- e) pass out lessons for next week
- f) check hallways, restrooms, and perimeters for any suspicious activities, unsupervised children, and unqualified helpers taking children to the restroom, anybody needing assistance
- g) assist teachers take children to the restroom as needed
- h) educate and reinforce the policies and procedures of Children's Ministry to teachers and helpers as opportunity arises
- i) being available and visible for the teachers for any assistance

Ps 100:2; Col 3:12-17; Col 3:22-24

4) Be ready and open for anything

- a) counseling and praying for children with disciplinary issues; always pointing them to Jesus
- b) caring for children who are not feeling well; praying with them; being familiar with basic first aid procedures
- c) cleaning up after the kids
- d) preparing supplies and setting up for teacher's workshop potluck
- e) coordinating with ushers and security to locate any suspicious individuals
- f) be ready and willing to take care of anything that might come up

Ps 100:2; Col 3:12-17; Col 3:22-24

5) Close up

- a) make sure all children are picked up
- b) make sure all supplies are returned to the office
- c) thank teachers/helpers/workers; discuss any problems or issues; interact and give them encouragement

d) lock all doors and pull down signs - Heb 10:24-25; Rom 1:11-12; Acts 11:23; Heb 3:12-13

6) Miscellaneous

a) assist CM pastor with teacher's workshops

b) attend leadership and discipleship meetings

c) be alert and sensitive to protect and cover CM pastor

Coordinators are there to serve and minister to the needs of the teachers, helpers, nursery workers so they can be free to serve and minister to the needs of the children that are in their care. At the same time, being yielded and sensitive to the Holy Spirit to find opportunities as they arise to minister to the children, parents and teachers.
Rom 12:6-8; 2 Tim 4:2

REQUIREMENTS OF A COORDINATOR

1) Personally know Jesus Christ

a) His nature (1 John 3:16-18; Mt 20:28; 1 Cor 13:4-8; John 3:16)

b) His example (John 13:12-17; Mt 16:24; Phil 2:8; Heb 12:2)

c) His methods (Mark 9:33-37; 1 Pet 2:21-24)

2) Have Phil 2:5-8 mind set

a) Humble heart (Rom 12:3-8; James 4:10; 1 Pet 5:6; Mt 18:4; Mt 23:12)

b) Servant's heart (Gal 5:13; Mat 20:26-27)

c) Teachable spirit (Mt 11:28-30)

3) Able to teach and handle all grade levels (2 Tim 2:24; 2 Tim 2:2;

1 Tim 3:2; Deut 11:18-20)

4) Flexibility

a) Not easily overwhelmed and frustrated by situations that come up but able to change and adapt with different circumstances Col 3:23