

Genesis Kids Coordinator - Boyne

OVERVIEW

Genesis Church is one church with multiple congregations. We are looking for a person with positive energy and creative ideas to lead the Genesis Kids ministry in our Genesis Boyne City congregation. This person should be able to effectively communicate with parents, help children grow in their faith, and build healthy relationships. They will oversee and coordinate Genesis Kids activities in Boyne City (birth to fifth grade), with a focus on Sunday mornings. A key part of this role will be actively recruiting, equipping, and developing a strong volunteer leadership team, empowering people to serve according to their gifts and take ownership of their roles. The Coordinator will facilitate effective communication with volunteers and work well with church staff. They will be evaluated by the Congregation Pastor (Boyne City) and Executive Pastor (Shared Ministries).

RESPONSIBILITIES

Leadership Development (30%)

- Recruit, develop, equip, and empower adult leaders and teen volunteers to serve according to their gifts, strengths, and calling, fostering a healthy team environment and a strong sense of ownership.
- Help individuals discover opportunities to serve within Genesis Kids, cultivating their gifts and developing their sense of purpose and connection to the ministry.
- Build and maintain healthy volunteer teams, including a “behind-the-scenes team” to prepare materials and support the ministry, so that responsibilities are shared rather than dependent on the Coordinator.
- Clearly communicate expectations, provide training and encouragement, and equip leaders to confidently carry out their responsibilities.
- As the team develops, identify and empower emerging leaders who can take on additional responsibility, including the potential development of Junior Leaders (5th grade).

Kids Ministry Tasks & Administration (50%)

- Oversee the weekly operation of Genesis Kids, ensuring that lessons, materials, communication, technology, safety procedures, and administrative tasks are completed effectively by the appropriate team members.
- Edit and send weekly lessons to Genesis Kids teachers/leaders.

- Ensure all lessons and supplementary materials are prepared for Sunday mornings, including digital materials on iPads. When possible, delegate preparation responsibilities to members of the Genesis Kids team.
- Effectively use technology, including social media and church software (CCB), to support communication, administration, and ministry.
- Oversee the planning and/or coordination of Special Events (outreach events, family ministry events).
- Develop relationships with and provide outreach to new families.
- Meet regularly with the Congregation Pastor for check-ins, support, and alignment.

On Sundays (20%)

- Serve as the primary Genesis Kids Coordinator on Sundays, providing oversight and ensuring that the ministry runs smoothly without being responsible for teaching or serving in a classroom every week.
- Ensure that classrooms are properly set up, appropriately staffed according to safety procedures, and ready for children and families.
- Assure Check-In stations are a welcoming place for new families. Stations should be functional, aligned with safety procedures, and provide accurate input in the church database.
- Be available to troubleshoot issues, support leaders, welcome families, and respond to needs as they arise.
- The Coordinator should primarily be free to participate in the Sunday Gathering rather than serving in a classroom. The Coordinator may serve in the regular volunteer rotation approximately once per month, as needed.
- The goal is for the Coordinator to spend the majority of his/her time overseeing, encouraging, and supporting the Genesis Kids team rather than personally completing the work of the ministry.

JOB CLASSIFICATION/DETAILS

This is a part-time position of 15-20 hours per week. The hours may vary from week to week, and the position is paid at an hourly rate without benefits. Non-Exempt, Support Staff, At-will

QUALIFICATIONS

The Genesis Kids Coordinator will:

- Have a heart for children's ministry
- Have a strong sense of discernment: leadership, organizational, safety
- Meet the same qualifications as a Genesis Partner with a solid Christian testimony. They should also meet the qualifications of a servant leader as described in I Timothy 3:8-13

- Embrace and champion the Genesis vision and values
- Possess the people skills necessary for leading a ministry team
- Possess the administrative skills for delegating and organizing
- Leadership experience in early childhood education or children's ministry is preferred.

ABOUT GENESIS

We exist to know Christ and to make Him known, a place of belonging no matter where you are on your journey with God, and a place where the leadership challenges and equips fellow-followers to become more like Jesus.

Our values center around the following phrases:

1. Open Handed (generosity)
2. Outreach Focused (others first)
3. Keeping it Real (authenticity)
4. Bringing our Best (excellence)
5. Better Together (building partnerships to do more)

APPLY

Apply at <https://genesispetoskey.com/careers>. Questions can be directed to John Shearhart
john@genesisboyne.com