

**CHARTER OAK CHURCH**  
**JOB DESCRIPTION**  
**Kids Ministry Events Coordinator – Frye Farm**  
(Associate Staff – Part Time)

The role of the Kids Ministry Events Coordinator serves under the direction of the Kids Ministry Director to lead Vacation Bible School, special events, and to provide support in kids ministry on Sunday mornings at the Frye Farm Campus.

The Director of Discipleship is responsible for:

**1. Modeling Biblical Priorities**

Upholding Biblical priorities and the staff core values. The Kids Ministry Events Coordinator should represent a growing personal relationship with Jesus. The Kids Ministry Events Coordinator models a strong relationship with his or her spouse (if married) and children (if applicable). The Kids Ministry Events Coordinator strives to fulfill his or her purpose in life and ministry while demonstrating integrity in words, relationships, and actions. These objectives are accomplished by:

- Committing to daily prayer, Bible study, and weekly corporate worship.
- Participating in a small group on a regular basis.
- Being a disciple maker by investing and loving unchurched neighbors.
- Giving generously to the work of God at Charter Oak Church.
- Joining a team that seeks to alleviate poverty locally, nationally, or internationally.
- Setting appropriate boundaries to protect character and integrity.
- Adhering to and encompassing the qualities and characteristics required of Charter Oak Church employees, as defined by the Staff Handbook.

**2. Vacation Bible School**

Plan and implement a four-day Vacation Bible School to reach unchurched kids and equip Frye Farm Campus kids and their families to grow to become more like Jesus. This leadership is provided by:

- Recruit, train, and lead VBS team leaders to plan and implement VBS at the Frye Farm Campus.
- Develop and implement a promotional plan leading up to VBS.
- Create and implement a communication plan to create clarity and unity for the VBS leadership team.
- Coordinate devotionals during VBS week.
- Create and implement a follow up strategy for new kids and families.
- Plan after VBS celebration event.
- Serve on the VBS Cross-Campus Leadership Team.
- Fulfilling other duties as assigned by the Kids Ministry Director.

**3. Special Events**

Coordinate with the Kids Ministry Director to create special events to reach new kids and families in the area. This leadership will be provided by:

- Designing and implementing at least three special events each year beyond Sunday morning and VBS.
- Recruit, training, and deploy leaders and volunteers to implement the special events.
- Create and implement a follow up strategy for new kids and families.

#### 4. **Sunday Morning Connections**

Present the Frye Farm Campus Kids Ministry to the general public, church attenders, and first-time guests as a welcoming, clean, relevant environment. This leadership will be provided by:

- Creating the lobby space to be kid friendly and family focused.
- Ensuring the check-in process for kids and families is working, easy to navigate, and protects our kids.