

GRACE BIBLE CHURCH

SUNDAY COORDINATOR

JOB DESCRIPTION

JOB OVERVIEW / OBJECTIVE

The role of the Sunday Coordinator (SC) is to support the vision of Grace Bible Church by overseeing the development and coordination of Sunday morning Kids Ministry under the direction and leadership of the Family Ministries Director. This will require a firm grasp of the beliefs, values, and strategy of Grace Bible Church and the ability to align staff and key leadership teams with its mission, vision, and values. This role is responsible for developing and leading teams of volunteers, Sunday morning special events, and the preparation and execution of the curriculum provided.

This role will comprise of:

50% Volunteer Leadership and Development

30% Curriculum Management

20% Sunday Oversight

JOB CATEGORY

Full-time hourly, Exempt

PRIMARY DUTIES & RESPONSIBILITIES

- **Volunteer Leadership and Development**
 - Participate in all levels of Leadership including developing teams to perform various functions, identifying and developing team leaders, coaches, and/or coordinators for the Sunday volunteer teams (small group and large group), Sunday Morning special events team, and curriculum team.
 - Develop leadership pipelines within volunteer teams by mentoring team leaders, coaches, and coordinators.
 - Design and deliver training opportunities, equipping volunteers for their roles and addressing challenges like classroom management or curriculum implementation.

- Ensure compliance with all safety protocols and policies.
- Regularly communicate with volunteers to foster alignment and engagement, including monthly volunteer updates, reminders, and development goals.
- Organize quarterly Serve Tours to recruit and inspire new volunteers.
- Create a culture of volunteer appreciation with ongoing rhythms of care and recognition.
- **Curriculum Management**
 - Oversee the planning, preparation, and implementation of curriculum across all age groups, ensuring alignment with Grace's ministry goals.
 - Maintain an 8-week lead time on curriculum scheduling and preparation.
 - Manage curriculum supplies, ensuring bins are stocked and classrooms are equipped weekly by Thursday.
 - Collaborate with curriculum volunteers to align resources, technology, and themes.
 - Ensure classroom volunteers receive lessons and resources at least one month in advance.
 - Maintain the Parent Resource wall, providing materials that are current, relevant, and helpful for families.
- **Sunday Oversight**
 - Lead and support Sunday morning operations, including classroom attendance, volunteer-to-child ratios, and safety.
 - Be present on Sunday mornings to assist with logistics, provide on-the-spot support, and monitor program execution.
 - Plan and execute special Sunday events (e.g., Easter, Christmas, Back-to-School), ensuring seamless integration with regular programming.
 - Work alongside other ministry leaders to address challenges and ensure a positive experience for children, families, and volunteers.

GRACE STAFF EXPECTATIONS

- Attend staff meetings as needed and 1:1 meetings with the Family Ministry Director.
- Meet regularly with the Family Ministry Director for planning and preparation.
- Maintain an active relationship with Jesus Christ, sustained through the practice of personal spiritual disciplines.
- Embody Christlikeness and leads with humility, character, and love.
- Demonstrate commitment to unity and willingness to work in a collaborative team environment.
- Be personally engaged with GBC's mission, vision, and strategy.
- Support GBC's beliefs, values, and practices as outlined in the Doctrinal Statement.

- Maintain annual Ministry Partner agreement.
- Remain up to date on all activities and ministries going on at all GBC campuses to disseminate general information when needed.

MINIMUM QUALIFICATIONS

- High school diploma required; advanced education preferred.
- At least 1 year of experience in Kids Ministry or a related leadership role.
- Proven ability to lead teams, develop volunteers, and organize ministry events.

CORE COMPETENCIES

- Strong organizational and detail-oriented skills.
- Excellent communication and relationship-building abilities.
- Proactive and professional work ethic with problem-solving skills.
- Ability to work collaboratively across various teams and levels.
- Flexibility and adaptability to support multiple ministry needs.