

# Hope Community Church Role Description

*We are a family that loves God, follows Jesus & shares hope.*

**Job Title: KidCity Coordinator**

**Direct Supervisor: KC Campus Lead**

**Ministry Director: Family Ministry Director**

**Direct Reports:**

**Role Summary:** As the KidCity Coordinator, you'll contribute to the leadership of a vibrant ministry that creates safe, fun, and spiritually enriching environments for young families. You'll recruit and support a dynamic team to help children learn to love God and follow Jesus through meaningful relationships and biblical literacy. You'll also empower parents as spiritual leaders, equipping them to grow in Christ. Your leadership will nurture a community where faith and family thrive.

**Foundational Responsibilities:**

- Connect people to the family of God, helping them find belonging and purpose.
- Equip and empower others to grow spiritually and develop a life of ministry.
- Shepherd others by ensuring they are cared for, supported, and encouraged.

**Role Specific Duties:**

- **Connect**
  - Live out your faith authentically and create spaces where personal relationships form quickly, and spiritual growth thrives.
  - Engage with the community personally, fostering connections and building relationships.
  - Seek to meet one new family each week and create space for personal follow-up.
  - Ensure that families and teams are regularly communicated with in a way that keeps them connected to the family of God and helps them grow toward maturity in Christ.
- **Equip:**
  - Identify and enlist leaders, providing them with tools and opportunities to take ownership of the ministry and to grow toward maturity in Christ.
  - Build teams with increasing levels of responsibility, where leaders are empowered to recruit members, help them develop their gifts and strengths, and engage in personal discipleship.
  - Look for opportunities for team members to expand their gifting and experience. Examples may include facilitating baptism meetings and milestone celebrations.
  - Provide training and resources that empower leaders to shepherd children, parents, and other team members effectively.
- **Shepherd:**
  - Build a culture of encouragement and discipleship within the team to ensure every member and family feels known, cared for, and supported.
  - Maintain a system of care for leaders, including words of affirmation, gifts, and acts of service.
  - Model and encourage sabbath, prayer, and spiritual growth among team members and families.

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## Collaborative Responsibilities:

- Work closely with the KidCity team, campus team, and team leaders to build relationships with families and support their spiritual growth.
- Meet regularly with your campus KidCity team, ministry counterparts at other campuses, and the larger family ministry team for development, process improvement, and team building.
- Share ownership with other campus staff for new family orientation, team onboarding, and training processes.
- Partner with teachers and other community leaders to help families thrive.

## Core Competencies:

- Relational and genuine interactions with parents, team members, and children.
- Strong organizational and administrative skills.
- Talent for connecting gifts with opportunities and appreciating team members.
- Ability to prioritize people over process—being present in the moment, attuned to situational needs, and willing to flex to ensure people feel seen and cared for.
- Competence in creating and documenting processes for smooth ministry operations.
- Ability to model and teach spiritual disciplines.
- Working proficiency in Microsoft Office 365 suite (Teams, Outlook, Word, Excel, etc.)

## Qualifications and Requirements:

- A strong personal faith and dedication to the church's identity.
- Experience in children's ministry or a related field.
- Proven leadership and team-building abilities.
- Ability to collaborate with a team and engage with parents and the broader church community.
- Four-year degree or equivalent work experience preferred.

## Expectations:

- Regular attendance, engagement, and support of the weekend gathering.
- Commitment to growing spiritually and intentional effort to disciple others.
- Model missional living and actively engage others to build missional community.

## Work Environment:

- Flexible schedule, including evenings and weekends.
- Active participation in all-staff, campus, and ministry team meetings.
- Regular interaction with team members, families, and church staff.
- Abide by and support HR policies and abide by all budget allocations.
- Affirm and support the statement of faith of Hope Community Church.
- Able to lift 30 pounds.
- Other duties as assigned.

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Employee Signature

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Date

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Supervisor Signature

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Date