



Family Ministry Coordinator

Purpose: To lead people into a growing relationship with Jesus by assisting the family ministry team in creating relevant and engaging environments.

Reports to: Children's Minister Director

Schedule: 23 hours/week: Sunday-Thursday

Key Attributes:

1. Above reproach; mature in Christ-like character.
2. High value for excellence.
3. A leader with a high capacity for organization, task completion, and relationships.
4. Ability to think creatively.
5. Excellent communication and follow-up skills.
6. Adaptable, willing to learn, and resourceful.

Key Responsibilities

1. Assist the Children's Ministry director with the Sunday morning curriculum including prepping, printing, and ordering supplies for UpStreet and Waumba Land.
2. Assist the Student Director with tasks associated with big events and special Sundays such as bookings, ordering supplies, organizing volunteers, rooming assignments, and set-up/tear-down.
3. Manage first-time guest follow-up across all family ministry environments; gifts, emails, and texts.
4. Assist Family Ministry Team with executing communications strategies for parents and volunteers.
5. Assist the Family Ministry Team with special Sundays, promotions, and Invest and Invite events.
6. Oversee an environment (Waumba Land or UpStreet) on Sunday morning.
7. Oversee and maintain the integrity of Sunday morning check-ins in Planning Center.
8. Other tasks as assigned.

To Apply: Please send your resume and video introduction to apply@beachsidecc.org.