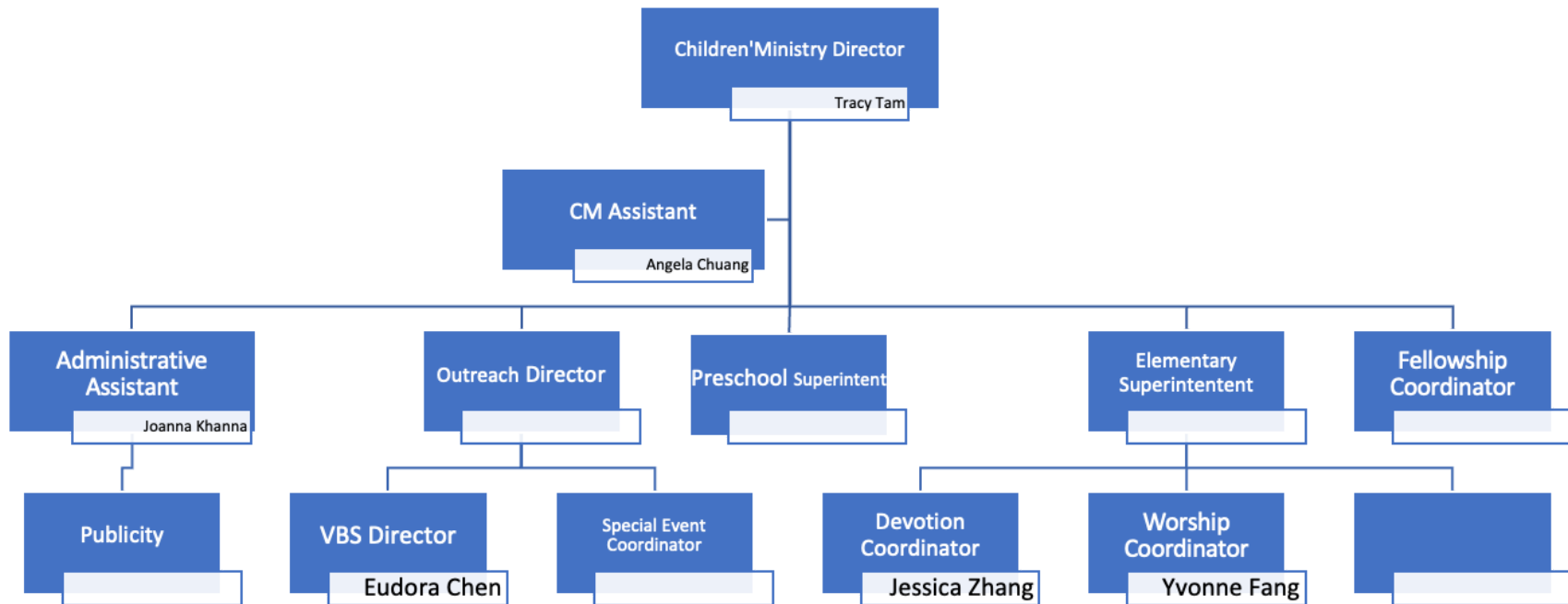




Children's Ministry Organization Chart

I. Purpose of Organizational Chart

A well-defined ministry organization chart in children's ministry offers several important advantages:

- **Clarity of Roles and Responsibilities:** Clearly defines who is responsible for what tasks, preventing overlap and ensuring accountability.
- **Improved Communication:** Establishes clear lines of communication, making it easier for team members to know who to report to and consult with.
- **Efficient Decision-Making:** Streamlines decision-making processes by identifying who has the authority to make specific decisions.
- **Enhanced Coordination:** Facilitates better coordination and collaboration among different team members and departments.
- **Effective Resource Allocation:** Helps in the efficient allocation of resources, ensuring that all areas of the ministry are adequately supported.
- **Volunteer Engagement and Retention:** Provides volunteers with a clear understanding of their roles, making them feel valued and more likely to stay committed.
- **Training and Development:** Identifies areas where training and development are needed, promoting continuous improvement.

- **Scalability and Growth:** Provides a structured framework that can accommodate growth and scalability as the ministry expands.
- **Conflict Resolution:** Aids in resolving conflicts by clearly defining authority and responsibility, reducing misunderstandings.
- **Transparency and Accountability:** Promotes transparency and accountability within the ministry, fostering trust and integrity.
- **Strategic Planning:** Supports strategic planning by outlining the structure and resources needed to achieve the ministry's goals.

II. Job Description

Administrative Assistant:

- Maintain attendance record.
- In charge of registration
- Update student/parent contact list
- In charge of check-in and check out team
- Help purchase materials requested by lead teachers

Publicity Coordinator:

- Get information from CM director and Admin Assistant
- Send out weekly update
- Update website
- coordinate announcements with church secretary and various congregational pastors
- promote special events through posters design and email to community

Preschool Superintendent:

- As lead teacher for preschool
- Check with preschool teachers regularly to see if any need (both sessions): by coming into classrooms to stay a little while with both session kids even if not on teaching duty.
- Maintain close contact and welcome new preschool families
- Gather and address parent feedback when necessary.
- Assist Children's Director in recruitment and training of preschool volunteers (teachers, assistants, greeters).

Fellowship Coordinator:

- Plan and coordinate with core team for weekly activities
- Coordinate:
 - Worship Leader

- o Game Leader
- o Theme activity Leader
- o Crew Leaders
- o Teaching Time:

Worship Coordinator:

- Coordinate training for worship leading
- Provide [resources for worship leaders](#):
 - o Help Develop Worship Guideline with Children's Director
 - o Song lists: on google doc (with dates uses)
 - o Prayers Resource: The Book of Common prayers, Praying God's Word
 - o Theme of Sunday School curriculum
 - o Sign up families/kids for leading
 - o Send reminders the week before and week of service

Devotional Coordinator:

- Promote Devotions for kids
- In charge of purchase and distribution of devotional material
- Keep track of participation
- Coordinate quarterly rewards/fieldtrips

Junior Superintendent(4th-6th)/Teachers

- Follow up for absent students (attendance from Joanna)
- Birthday gifts/cards for students
- Welcome new students with follow-up phone calls/email

Primary Superintendent (1st-3rd)/Teachers

- Follow up for absent students (attendance from Joanna)
- Birthday gifts/cards for students
- Welcome new students with follow-up phone calls/email

Event Coordinator:

- The Special Events Coordinator oversees the planning and execution of all major Children's Ministry events, ensuring they run smoothly and align with the ministry's vision. This role involves managing logistics, coordinating volunteers, and creating a welcoming, Christ-centered environment for children and their families.

Key Responsibilities:

1. **Event Planning:** Design and organize events (e.g., Fall Festival, Easter, Christmas Party) that support spiritual growth and fun for children.
2. **Volunteer Coordination:** Recruit, train, and schedule volunteers to handle various event tasks, such as setup, activities, food, and cleanup.
3. **Budget Management:** Oversee the event budget, making sure resources are allocated wisely for supplies, gifts, and other needs.
4. **Logistics and Setup:** Ensure all event spaces are prepared, with equipment, materials, and activities arranged in advance.
5. **Communication:** Act as the main point of contact for volunteers, staff, and families, providing clear details and updates before and during the event.
6. **Safety and Smooth Execution:** Implement plans for child safety and manage event flow to ensure everything runs on schedule.

The Special Events Coordinator plays a critical role in creating joyful, organized, and impactful events that leave a lasting spiritual impression on the children and their families.