

Children's Ministry Coordinator | Job Description

Ministry Vision

Children's Ministry exists to help the church fulfill its mission of making disciples by partnering with parents to teach and model the gospel of Jesus Christ to children. We seek to see children come to faith in Christ, grow as his disciples, and ultimately become healthy, baptized members of a local church. In doing so, we are building tomorrow's healthy churches today.

Scope

The Children's Ministry Coordinator (CMC) is a part-time position (20 hrs/week), responsible for the planning, coordination, and day-to-day operation of the church's children's ministry and youth ministry. Working under the oversight of the Children's Ministry Elder, the CMC seeks to support the discipleship of children and youth by recruiting and equipping volunteers, implementing gospel-centered curriculum, partnering with parents, and ensuring a safe and well-organized ministry environment.

Purpose

The Children's Ministry Coordinator serves the church's mission of making disciples by helping children know, love, and follow Jesus Christ within the life of the local church. All of this will be done while working closely with the Children's Ministry Elder to ensure that our children's ministry continues to flow out of the elders' vision of building a healthy church.

Core Responsibilities

1. Volunteer Recruitment & Development

- Actively identify and recruit church members who are gifted and willing to serve in children's ministry roles, including creche, kid's club, and youth ministries.
- Equip members to faithfully teach the approved gospel-centered curriculum.
- Provide practical training in classroom management and ministry best practices.
- Maintain the priority of the Sunday worship gathering of the whole church by protecting volunteers from over-serving.

2. Curriculum & Discipleship

Curriculum Implementation

- Work alongside the Elder with oversight over Children's Ministry to select and implement biblically faithful, gospel-centered curriculum.
- Ensure teaching consistently points children to the person and work of Jesus Christ rather than mere moral behavior.
- Support teachers in preparing and delivering lessons effectively.

Parent Partnership

- Maintain regular communication with parents regarding ministry activities and teaching themes.
- Provide occasional resources that help parents reinforce biblical teaching and disciple their children at home.
- Support opportunities for intergenerational fellowship, worship, and discipleship.

3. Administration & Child Safety

Safe Environments

- Alongside side our Safeguarding Officer, develop, implement, and maintain comprehensive child safety and protection procedures.
- Ensure compliance with all ministry safety policies.
- Promote a culture where child safety is treated as a high priority.

Logistics & Administration

- Coordinate classroom schedules, volunteer rosters, and ministry calendars.
- Ensure classrooms are appropriately prepared, equipped, and organized.
- Maintain ministry records and databases.
- Assist with budget administration and resource management as directed by the Children's Ministry Elder.

Qualifications

1. Character

- A committed Christian who demonstrates godly character and spiritual maturity, and is willing to become a church member at AIC.
- Supports the church's statement of faith, mission, and ministry philosophy.
- A servant-hearted leader who loves children, families, and the local church.

2. Competencies

- Strong organizational and administrative skills.
- Ability to recruit, train, and lead volunteer teams.
- Effective communication skills with children, parents, volunteers, and church leaders.
- Ability to work collaboratively under elder oversight.

3. Experience

- Experience serving in children's ministry, youth ministry, education, or a related field is preferred.
- Experience coordinating volunteers is desirable.

Accountability

The Children's Ministry Coordinator reports directly to the Children's Ministry Elder and works in partnership with the eldership to support the discipleship of children and families within the church.

Application

Please send your CV and a cover letter by 30 September 2026 to hr@ambassador.org.hk.