

Kids Sunday Coordinator

GATEWAY CHURCH | ELK RIVER, MINNESOTA

Status	Part-Time, Hourly (Non-Exempt)
Pay Range	\$20.00 – \$24.00 per hour, depending on experience
Hours	8 – 10 per week, including Sunday responsibilities
Schedule	Sundays 10:00 AM–12:00 PM (second service) + 6–8 weekday hours, flexible
Term	48 weeks per year (August off)
Special Events	Additional paid hours beyond the weekly range
Reports To	Kids Ministry Lead

Purpose

To make Sunday mornings run — so that volunteers arrive knowing where they are serving, rooms are covered, parents are welcomed, and the Kids Ministry Lead is free to build the team rather than patch it.

This is the operational engine of Gateway Kids. If you find satisfaction in a filled schedule, a solved problem, and a morning that goes smoothly because you thought three steps ahead, this role will fit you well.

Primary Responsibilities

Volunteer Scheduling

- Own all Kids Ministry scheduling in Planning Center Services, including block out dates
- Fill gaps proactively during the week rather than reactively on Sunday morning
- Maintain accurate volunteer rosters and contact information

Sunday Morning Leadership — Second Service

- Report to Kids Ministry Lead at 10:00 to assist the transition between services and take over ministry leadership
- Lead Kids Ministry during second service: room assignments, volunteer direction, gap coverage, in-the-moment problem solving, and any needs that come up from kids, volunteers, or parents
- Ensure every room meets Gateway's safety standards at all times
- Greet parents at check-in and pick-up
- Clean up rooms and secure the space following second service

Administration

- Maintain Planning Center Check-Ins, name tags, and security procedures
- Track background check status and child protection training completion; flag expirations to the Kids Ministry Lead before they lapse
- Support parent communication through Church Center
- Complete incident reports the same day and route them to the Kids Ministry Lead
- Participate in staff meetings
- Other administrative duties as assigned

Understanding the Hour Range

8 hours is a normal week. 10 hours is a heavy week — schedule rebuilds, seasonal transitions, or unusual coverage problems.

Hours beyond 10 require advance approval. Actual hours will be reviewed at 60 and 120 days; if the top of the range is being reached consistently, we will either raise the range or reduce the scope.

This position is non-exempt. Hours are recorded and paid as worked.

Special Events

VBS (July) and family events fall **outside** the weekly hour range but are still expectations for this role. These hours are paid at the same hourly rate. Expect roughly 40 event hours across the year, most of them tied to VBS.

Qualifications

Required

- A growing personal relationship with Jesus Christ and agreement with Gateway's statement of faith
- Strong organizational and administrative skills; comfort with scheduling software
- Calm, warm presence with volunteers, children, and parents — especially when something goes sideways
- Reliability and consistent Sunday availability
- Able to pass a background check

Preferred

- Familiarity with Planning Center Services and Check-Ins
- Prior administrative, office management, or scheduling experience in any setting
- Prior children's ministry involvement

This role may fit a college student, a retired administrator, a stay-at-home parent, or anyone looking for meaningful part-time work built around a Sunday-morning anchor.

How Success Will Be Measured

- Sunday rooms are covered without last-minute scrambling
- Volunteers know their assignments well in advance
- Background check and training records are current, with no lapsed volunteers serving
- Second service runs without requiring the Kids Ministry Lead's presence

To Apply

Send a resume and a brief note about your interest to Jeff at jeff@gtwy.live.

This position requires an interview, references, and a background check prior to hire.

Gateway Church is a member of the Christian and Missionary Alliance.