



**BANNOCKBURN**

BUDA-KYLE

## **Bannockburn Church**

### **Employee Job Description**

Updated August 2025

**Employee Title** – Interim Kid's Ministry Coordinator

**Primary Campus** – Bannockburn Buda Kyle

**Reports To** – Buda Kyle Campus Pastor

### **Job Summary**

We are looking for someone to fill the position of Kid's Ministry Coordinator for the next few months. With our original kid's leader leaving, we have a window of time where we need help to maintain and develop our kids ministry until we are able to hire an associate pastor for the Buda Kyle campus who will eventually take on this role (along with other responsibilities).

The Kid's Coordinator is responsible for the running of a safe and engaging children's ministry for Bannockburn Church Buda Kyle campus. This ministry serves children from birth through 5th grade. Under the supervision of the campus pastor, the ministry lead will love and lead children, their families, and volunteers. The successful candidate must be someone who takes initiative. They need to have a clear passion for both God and for people. For more information on our mission and beliefs, please refer to our website.

### **Key Areas of Responsibility**

- Lead our Sunday morning kid's programs in an engaging and effective way that disciples children
  - Scheduling and communicating with volunteers
  - Organizing curriculum
  - Preparing supplies
  - Setting up and packing up kids ministry space on Sunday
  - Overseeing Sunday experience for kids (from check-in to check-out)
  - Communicating with parents
  - Recruiting and training volunteers
- Manage and maintain children's ministry budget and expenditures

**Qualifications**

- Understanding of ministry needs (how to organize volunteers, check-in, supplies, etc.)
- Organization skills
- Communication skills
- Flexible schedule
- Ability to lead and train volunteers

**Time** – This is a part time role which will require approximately 7-10 hours per week but can include more hours on weeks where there are additional responsibilities

**Compensation** – \$20 per hour

**Expressions of interest** – Contact Campus Pastor Harlie Raethel ([harlier@bbcfamily.com](mailto:harlier@bbcfamily.com))