



## **MERCY ROAD CHURCH** *CARMEL*

**Job Title:** Mercy Kids Coordinator

**Status:** Part-Time (15 hours/week)

**Supervisor:** Next Gen Pastor

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### **About Mercy Road Church**

Mercy Road Church exists to see people far from God disciplined into a passionate relationship with Jesus. We believe that we are all "on mission" and that the church is not a building, but a movement of people empowered by the Holy Spirit to bring transformation to our communities. We are committed to multiplication, discipleship, and raising up the next generation to know and follow Jesus.

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### **Summary Description**

The Mercy Kids Coordinator is a key leader within the Kids Ministry at the Carmel location of Mercy Road Church. This position provides leadership and administrative support to ensure excellent weekend environments for children (birth through 5th grade), while empowering volunteers, managing curriculum prep, and maintaining classroom supplies and systems. The role focuses primarily on volunteer leadership and curriculum readiness and works under the direction of the Next Gen Pastor as part of the overall Next Gen team.

The Mercy Kids Coordinator also plays a critical role in supporting inclusive environments for children with disabilities and additional needs as part of the Disabilities and Inclusion Ministry. Due to its part-time nature, this role will not lead large group teaching or carry a primary emphasis on parent equipping, centralized projects, or pastoral care.

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## **Primary Responsibilities**

### **Volunteer Leadership**

- Recruit, train, and lead volunteers across all Mercy Kids environments (nursery, preschool, elementary)
- Foster a strong serving culture of encouragement, excellence, and fun
- Create clear expectations, role clarity, and team rhythms for weekend teams
- Provide ongoing support and appreciation for team members

### **Curriculum Prep and Classroom Readiness**

- Oversee the weekly preparation and distribution of curriculum and supplies for all classrooms
- Organize, stock, and manage the Mercy Kids storage space and inventory
- Maintain tidy and welcoming environments that reflect the values of Mercy Kids
- Collaborate with the Next Gen team to align curriculum delivery with spiritual development goals

### **Communication and Systems**

- Coordinate weekday communication with volunteer teams (reminders, updates, scheduling needs)
- Input and manage volunteer schedules in Planning Center Services
- Communicate proactively with families as needed for logistics or follow-up
- Support the implementation of safety protocols and check-in systems

### **Events and Collaboration**

- Provide administrative and volunteer leadership support for Mercy Kids events (VBS, family events, special Sundays)
- Participate in relevant meetings and training opportunities as part of the Next Gen team
- Collaborate with the Next Gen Admin Assistant on shared systems, logistics, and calendars

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## **Required Skills & Abilities**

- Highly organized with strong attention to detail
- Strong interpersonal and communication skills
- Ability to lead and empower volunteers with clarity and encouragement
- Comfortable using technology platforms like Planning Center, Google Drive, and basic communication tools
- Flexible and adaptable in a fast-paced ministry environment

## Preferred Skills & Experience

- Experience working in children's ministry or volunteer leadership
  - Familiarity with children's curriculum preparation or classroom setup
  - Background in education, ministry, or related field a plus
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## Classification

- Non-Exempt (Hourly)
  - Part-Time (15 hours/week)
  - Work Schedule: Sunday mornings required + weekday hours for preparation and communication (flexible)
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## Physical Requirements

- Ability to sit, stand, bend, and lift up to 30 pounds
  - Ability to organize supplies, prepare classrooms, and move between ministry spaces as needed
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## Personal Responsibilities

- Maintain God-ordained priorities by putting Christ first, family second, and ministry third
  - Demonstrate a lifestyle of relational evangelism and active discipleship
  - Be an advocate for the vision, leadership, and unity of Mercy Road Church
  - Attend Mercy Road worship services regularly and uphold the Leadership Covenant
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*This job description reflects the primary responsibilities and expectations of the Mercy Kids Coordinator and may be revised as ministry needs evolve. This role plays a vital part in equipping volunteers and preparing environments where kids can encounter Jesus each week.*