



MERCY ROAD CHURCH

CARMEL

Job Title: Mercy Kids Coordinator

Status: Part-Time (15-20 hours/week)

Supervisor: NextGen Pastor

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.

Summary Description

The Mercy Kids Coordinator provides vital administrative and operational support to Mercy Kids and the broader NextGen ministry. This position works closely with and reports to the NextGen Pastor, while supporting the Mercy Kids Director in the weekly execution of ministry systems, communication, and logistics. Mercy Kids environments include the following: nursery, toddler, preschool, elementary, and disabilities & inclusion ministries.

This individual will help coordinate curriculum prep, volunteer scheduling, supplies, and events. Additionally, the role will assist with NextGen and church-wide engagement pathway systems – helping ensure processes, forms, and workflows function smoothly to connect families and guests across all ministry areas.

Primary Responsibilities

Mercy Kids Ministry Support

- Support the Mercy Kids Director in weekly Sunday prep, volunteer coordination, and classroom readiness
- Prepare and organize curriculum, classroom supplies, and printed materials
- Help manage volunteer scheduling, communication, and Planning Center updates
- Maintain tidy, safe, and welcoming ministry environments
- Assist with family and guest communication as directed by the Mercy Kids Director

Administrative Systems & Coordination

- Maintain organized records, rosters, and forms for Mercy Kids
- Manage and update shared calendars, spreadsheets, and event timelines
- Track attendance and volunteer data for reports and metrics
- Support registration systems for events such as VBS, special Sundays, or Family Milestones

NextGen & Engagement Pathway Support

- Assist the NextGen Pastor in maintaining and improving church-wide workflows related to the engagement pathway
- Help coordinate communications between NextGen ministries and adult engagement teams
- Support systems that connect families across all ages into community, serving, and discipleship opportunities

Events & Collaboration

- Provide logistical and administrative support for NextGen and church-wide events
- Participate in team meetings, trainings, and planning sessions
- Collaborate cross-functionally with other ministry teams to support overall church mission

Required Skills & Abilities

- Highly organized with strong attention to detail and follow-through
- Skilled in communication and teamwork across departments
- Proficient with Planning Center, Google Drive, and similar tools
- Able to manage multiple projects and priorities
- Adaptable, dependable, and proactive

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 (15-20 hours/week)
 - Work Schedule: Flexible weekday hours with required Sunday and event availability
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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.