

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Job Title: Children's Ministry Coordinator

Department: Children's Ministry

Recruited By: Minister to Children

Reports To: Associate Minister to Children

Location: Loop Campus

Status: Part Time

Proposed Employment Category: V

Summary of Position: This position provides ministry leadership and coordination to Pathmakers and elementary aged children at the Loop Campus of Houston's First Baptist Church. Additional responsibilities include some NextGen ministry assistance.

Purpose: To provide ministry support to the Children's Ministry (Loop Campus).

Duties and Responsibilities:

LBS Coordinator:

- Work with the Associate Minister to Children to recruit and on-board 1st & 2nd grade Life Bible Study Pathmakers.
- Work to ensure all classes have adequate Pathmakers each Sunday (*this will include enlisting substitutes as needed*).
- Establish Care4Leader relationships with assigned LBS Pathmakers ensuring they are known and cared for within the context of HFBC and First Kids ministry.
- Make sure assigned classrooms are set and ready for LBS on Sunday mornings.
- Welcome Pathmakers and children on Sunday mornings.
- Assist Pathmakers and children with pick-up on Sunday mornings.

Special Projects:

- Work together with the First Kids team to implement special events and emphasis throughout the year. This includes but is not limited to: VBS, Fallapalloza, Wonderland, First Grade Bibles, Camp One-Two, and Kindercamp.
- Administrative assistance as needed.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

☒ Language skills ☒ Math skills ☒ Reasoning ability

PC skills: ☒ Windows ☐ MS Office ☒ MS Outlook ☒ MS Excel

☒ Other: Rock Membership Data Base

☒ Administration ☒ Service to others ☐ Teacher/Leader

☒ Good Communication skills ☐ Team builder ☒ Self-disciplined

☒ Servant leader ☐ Decision maker ☒ Strong work ethic

☐ Empathy for ministry partners ☒ Attention to detail

Education and/or Experience: Select all that apply

☐ College graduate preferred ☐ Administrative Experience ☐ Personnel Management

☐ Church Staff experience preferred ☒ Other: High School Graduate required

Organizational Relationships: Reports to Associate Minister to Children

Working Conditions: Select all that apply

☐ 40 hour work week ☐ Additional hours as needed ☒ Occasional off campus activities

☐ Continuing Education ☐ Specialized training ☐ Other:

Prepared By: Bill Emeott

Title: Minister to Children

Date Prepared or Revised: May 4, 2026

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name