



KIDS' CITY ARTS COORDINATOR

A Kids' City Arts Coordinator is responsible for the execution of KC Celebration at a campus location. This includes recruiting and developing Producers and Artists (Worship Leaders, Communicators, Tech, Kid Actors).

TIME COMMITMENT

- ▶ Weekend oversight of KC Celebration experience (not expected at every service unless the weekend does not have a Producer).
- ▶ Preparation of weekend schedules.
- ▶ Monthly 1-on-1's with Producers.
- ▶ 1-on-1's with Worship Leaders and Communicators as needed (i.e. new recruits, coaching).
- ▶ Monthly participation in CCC's Leadership Community vision and training meeting.
- ▶ Monthly 1-on-1 meeting with Campus Director.
- ▶ Weekly contact with Campus Director through phone calls, e-mail, or 1-on-1 meeting.
- ▶ Participate in Kids' City University.
- ▶ Monthly meeting with Kids' City Staff Team.

QUALIFICATIONS

- ▶ Commitment to CCC's philosophy of ministry and mission of helping people find their way back to God.
- ▶ Commitment to Kids' City's philosophy of ministry and mission of helping families raise growing, 3C Christ-followers.
- ▶ Arts Coordinators are moving towards maturity in the 3C's: Celebrate, Connect, Contribute.
- ▶ Experience in developing and training adult leaders.
- ▶ Experience in leading and working with children.
- ▶ Service Coordinators must have a completed application, background check, 2 reference forms, signed Kids' City Leader Covenant, W-4 Form, and Direct Deposit Form on file.

WHAT DOES A WIN LOOK LIKE?

- ▶ The Arts Coordinator has a team of producers who oversee the weekend Celebration Services. These producers feel cared for, equipped, and connected to the Arts Coordinator.
- ▶ The campus has teams of Worship Leaders and Communicators.
- ▶ Tech Teams are trained to work with the sound and light equipment.
- ▶ All artists receive clear, weekly communication about the upcoming weekend.
- ▶ Full cue-to-cue rehearsals happen every weekend.
- ▶ Kids can articulate the Big Idea by the end of KC Celebration.
- ▶ The KC Celebration environment is fun, kid-friendly, and series focused when possible.

KEYS TO WINNING

BUILD MEANINGFUL RELATIONSHIPS WITH AND DEVELOP PRODUCERS.

- ▶ Meet 1-on-1 monthly with each of your Producers.
- ▶ Regularly use the 6 Coaching Questions, the Producer Role Description, and CCC's Leadership Expectations to develop your coaches.
- ▶ Communicate important information to Producers in a timely fashion.
- ▶ Huddle with your Producers monthly at Leadership Community.
- ▶ Pray consistently for your Producers.
- ▶ Plan occasional social gatherings to appreciate your Producers.

OTHER

- ▶ Use the Series Production Guide provided by the Catalyst to schedule producers and artists several weeks in advance.
- ▶ Identify and recruit new producers, worship leaders, communicators, tech, and kid actors.
- ▶ Provide training opportunities for artists at your campus (i.e. bring in instructors or encourage artists to attend SFTA workshops).
- ▶ E-mail KC Celebration Curriculum to the producer and artists involved in the upcoming weekend.
- ▶ Play the producer role yourself on weekends when you don't have a producer scheduled (see Producer Role Description).

KIDS' CITY ARTS COORDINATOR

COACHING QUESTIONS

1. How are you?
2. What are you celebrating?
3. What challenges are you facing?
4. How will you tackle those challenges?
5. How can I help?
6. How can I pray for you?

PROGRESS TOWARD WINNING

KC CELEBRATION

- ▶ How have the recent KC Celebration experiences gone?

- ▶ What areas need improvement in KC Celebration? What can you do to make those improvements?

COACHING QUESTIONS

- ▶ When was your last 1-on-1 with each of your Producers?

- ▶ What "next steps" do your Producers need to take and how will you help develop them?

RECRUITING

- ▶ Who could you invite to serve in Kids' City?

- ▶ What recent recruiting conversations have you had?

3 C QUESTIONS

CELEBRATE

- ▶ What is God teaching you while reading His Word?
- ▶ What has God been saying to you lately in prayer?
- ▶ How are you being challenged through participation in Celebration services?

CONNECT

- ▶ How are you experiencing Biblical community in your small group?
- ▶ How are you being cared for? What needs can be met?
- ▶ What have you been learning through Leadership Community?

CONTRIBUTE

- ▶ Are you tithing? What steps do you need to take in the area of generosity?
- ▶ Which spiritual gifts are you enjoying using the most? What is an area you would like to explore?

EVALUATION

GREEN LIGHT - What are you doing the best at in your role? Write it below and CELEBRATE IT!

RED LIGHT - What area do you need to focus on?

EVALUATION DATE



EVALUATION DATE



EVALUATION DATE

