



KIDS' CITY SERVICE COORDINATOR

A Kids' City Service Coordinator is responsible for staffing and oversight of the infant through 5th grade small groups, welcome, and security for one consistent weekend service as well as for developing the coaches who are connected with that service.

TIME COMMITMENT

- ▶ 5 hrs/wk paid staff plus contribution.
- ▶ Weekend Service Oversight including set-up and/or tear down.
- ▶ Midweek Staffing and Oversight.
- ▶ Regular connecting time with your coaches outside of the weekend (see 'Keys to Winning').
- ▶ 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.
- ▶ Monthly Kid's City Campus Staff Meeting
- ▶ Participate in Kids' City University
- ▶ Assist the Campus Director in planning and preparing for special events (i.e. Child Dedication, Zone Events, etc.).
- ▶ Assist the Campus Director as needed in initial 1-on-1's with new and potential recruits.

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.
- ▶ Service Coordinators must be moving towards maturity in CCC's Leadership Expectations.
- ▶ 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.

KEYS TO WINNING

- ▶ CCC families and Kids' City contributors know the Service Coordinator and recognize him/her as the staff leader of a service.
- ▶ Coaches feel cared for, equipped, and connected to their Service Coordinator and campus team.
- ▶ Leaders, apprentice leaders, and contributors feel appreciated every week.
- ▶ The weekend service is fully staffed with proper adult to child ratios.
- ▶ Kids' City areas are set-up and ready to receive children 15 minutes before the start of services.
- ▶ All families are warmly greeted and assisted.
- ▶ Leaders are well equipped with curriculum and supplies.

KEYS TO WINNING

MODEL CHRIST-LIKE LEADERSHIP TO KIDS, FAMILIES, KIDS' CITY CONTRIBUTORS, AND THE CHURCH.

- ▶ Communicate passionate vision for Kids' City.
- ▶ Greet, interact with, and build relationships with CCC families.

BUILD MEANINGFUL RELATIONSHIPS WITH AND DEVELOP COACHES.

- ▶ Meet 1-on-1 monthly with each of your coaches.
- ▶ Regularly use the 6 Coaching Questions, the Coach Role Description, and CCC's Leadership Expectations to develop your coaches.
- ▶ Connect weekly with your coaches through phone calls, e-mail, or 1-on-1 meeting.
- ▶ Communicate important information to coaches in a timely fashion.
- ▶ Huddle with your coaches monthly at Leadership Community. Work with your Campus Director to prepare a huddle time for your coaches.
- ▶ Provide instruction, training, and resources to coaches in order to make them more successful.
- ▶ Pray consistently for your coaches.
- ▶ Plan occasional social gatherings to appreciate your coaches.

OTHER

- ▶ Visit every Kids' City room to greet and thank every Kids' City contributor during the service each weekend.
- ▶ Identify and recruit new coaches, leaders, apprentice leaders, and contributors.
- ▶ Assist leaders in recruiting substitutes and maintaining a list of possible subs.
- ▶ Purchase needed supplies during the week.
- ▶ E-mail curriculum to leaders and apprentice leaders.

KIDS' CITY SERVICE 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

COACH RELATIONSHIPS

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

- ▶ What prayers have you been praying for your coaches?

- ▶ What was the most meaningful conversation you had with a coach over this past month?

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

RECRUITING

- ▶ Are you maintaining proper adult to child ratios in your service?

- ▶ What recruiting conversations have you had in the last month?

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

- ▶ Who could you invite into coaching?

OTHER

- ▶ How are you building relationships with CCC families?

- ▶ Are the small group bins well stocked with supplies?

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

