BLACK ROCK CHURCH
JOB DESCRIPTION

JOB TITLE: The Barn and Elevate Coordinator

JOB DESCRIPTION START DATE: November 2026

JOB REPORTS TO: Kids Ministry Director

JOB CLASSIFICATION: Full-Time ____ Part-Time ___X____ Volunteer ____ Temporary _____

HOURS: Up to 24 hours per week

THE JOB: The Barn and Elevate Coordinator leads safe, welcoming, and engaging programs for children in third through fifth grade through The Barn at the 9:00 AM, 10:30 AM, and 12:00 PM Sunday Kids Church services and Elevate on Wednesdays from 6:30–8:00 PM. In partnership with the Kids Ministry Director, the Coordinator implements church-provided curriculum, prepares Bible teaching and activities, builds and equips volunteer teams, connects with parents, and manages weekly operations for both programs with initiative and consistent follow-through.

WHAT WE'RE LOOKING FOR:

- A growing relationship with Jesus and a passion for serving children and families.
- Experience leading programs for older elementary children and managing volunteer teams.
- An approachable leader with creativity, sound judgment, strong organization, and dependable follow-through.
- Strong communication skills with children, parents, volunteers, and staff.
- A heart for recruiting, equipping, encouraging, and shepherding volunteers.
- Confidence in teaching the Bible, leading group activities, and responding calmly to behavior challenges.
- Proficiency with Google Workspace and the ability to learn Realm and presentation software.
- Agreement with Black Rock Church's Statement of Faith and commitment to living out its Lifestyle Statement.

THE WORK YOU'LL DO:

The Barn — Sunday Kids Church

- Oversee Sunday operations, including final setup and equipment checks, volunteer briefing and prayer, programming, classroom support, resets between services, dismissal, and cleanup.
- Review and adapt church-provided curriculum; prepare Bible teaching, discussion guides, activities, printed materials, supplies, and presentation resources for the 9:00 AM, 10:30 AM, and 12:00 PM services.
- Confirm volunteer coverage and send lesson plans and assignments by agreed weekday deadlines so volunteers arrive ready to serve.
- Develop dependable volunteer leaders and prepare the 9:00 AM team to lead the program while the Coordinator attends worship.

Elevate — Wednesday Kids Midweek

- Lead Elevate's 6:30–8:00 PM program, creating an engaging environment for Bible learning, friendships, and spiritual growth.
- Prepare in advance using church-provided curriculum: review Bible teaching, plan worship, games and small-group activities, prepare discussion guides and presentation resources, and gather supplies.
- Develop and communicate a clear evening plan, timing, and volunteer assignments before Wednesday so the team can prepare.
- Begin on-site setup at 4:00 PM, arranging ministry spaces, setting out prepared materials, testing equipment, and preparing games and activity stations.
- Brief and pray with volunteers before children arrive; lead programming, support volunteers, manage transitions, and respond to behavior needs.

- Oversee dismissal at 8:00 PM, followed by cleanup, equipment storage, and resetting ministry spaces.

Volunteer Leadership, Parent Partnership, and Teamwork

- Recruit, schedule, train, coach, and care for volunteers for both programs; assign responsibilities, address coverage gaps, and coordinate onboarding and shadowing with ministry staff.
- Build relationships with children and parents, respond to questions and concerns, and share provided resources that encourage faith at home.
- Support children's behavior and participation needs; reinforce consistent routines and follow child protection, check-in, dismissal, and emergency procedures.
- Maintain organized spaces and supplies, ensure accurate attendance records, and provide a brief weekly update on program readiness, volunteer needs, concerns, and next steps.
- Attend scheduled meetings and training; support assigned ministry activities and complete related duties within approved hours and priorities.

WORK SCHEDULE:

This on-site position requires:

- **Sundays:** Beginning at **8:00 AM** through final dismissal and cleanup after the 12:00 PM service.
- **Wednesdays:** Beginning at **4:00 PM** for setup and volunteer preparation, continuing through the 6:30–8:00 PM Elevate program and final dismissal and cleanup.
- **Additional weekday hours:** Scheduled preparation for both programs, volunteer coordination, parent communication, and meetings.

Curriculum planning, lesson preparation, supply gathering, and volunteer communication must be completed by agreed deadlines before program days. Wednesday's 4:00 PM start is for setup and final readiness.
All responsibilities fall within up to 24 hours per week. The Director establishes the weekday preparation schedule and approves changes to hours and priorities.
The Coordinator is expected to attend the **9:00 AM worship service**. The Coordinator must prepare volunteers, confirm leadership coverage, and establish an agreed support plan before attending, then return to lead the remainder of the morning.
Duties include active supervision, movement between ministry spaces, activity participation, and setup and cleanup. Ability to lift/move up to 25 lbs for setup and cleanup. Essential duties may be performed with or without reasonable accommodation.

The above statements are intended to describe the general nature of this job and the level of work performed in this position. This position will be required to perform other job-related duties as requested/required by their Supervisor. Hours will also be flexible with special projects and as the Church grows, this position and its duties may change.

THE BIGGER TEAM YOU'LL JOIN:

Black Rock Church is one of the largest churches in New England and has a dynamic 170-year history of helping people Love God, Love People and Serve Our World. We are located between New York City and Boston on the coast of Fairfield County Connecticut, one of the most influential regions in the world.

At Black Rock Church our vision is to inspire hope and ignite faith in every person we meet by connecting them to God through Jesus Christ.

I have reviewed my job description and agree with it as of today: _____
Date

_____ _____

Employee Kids Ministry Director — Susan Beniston