BLACK ROCK CHURCH
JOB DESCRIPTION

JOB TITLE: Uptown Sunday Morning 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 14 hours per week

THE JOB: The Uptown Coordinator leads safe, welcoming, and engaging Sunday programs for children in kindergarten through second grade at the 9:00 AM, 10:30 AM, and 12:00 PM Sunday Kids Church services. In partnership with the Kids Ministry Director, the Coordinator implements church-provided curriculum, builds and equips volunteer teams, connects with parents, and manages weekly operations 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 children's programming and 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 managing classroom needs and responding calmly to 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:

- Oversee Sunday operations, including final setup and equipment checks, volunteer briefing and prayer, teaching and activity leadership as needed, classroom support, resets between services, dismissal, and cleanup.
- Review and adapt church-provided curriculum; prepare lesson guides, activities, printed materials, supplies, and presentation resources for all three services.
- Confirm volunteer coverage, and send lesson plans and assignments by agreed weekday deadlines so Sunday morning is focused on final setup and leading the team.
- Recruit, schedule, train, coach, and care for volunteers; assign teaching and classroom responsibilities, address coverage gaps, and coordinate onboarding and shadowing with ministry staff.
- Develop dependable volunteer leaders, including a prepared team to lead the 9:00 AM program while the Coordinator attends worship.
- Build relationships with families, respond to questions and concerns, and share provided resources that encourage faith at home.
- Support children's behavior and participation needs and consistently follow child protection, check-in, dismissal, and emergency procedures.
- Maintain organized ministry spaces and supplies, ensure accurate attendance records, and provide a brief weekly update on 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 Sunday mornings beginning at 8:00 AM through final dismissal and cleanup after the 12:00 PM service, plus scheduled weekday preparation, communication, and meetings—all within up to 14 hours per week. The Director establishes the weekday schedule and approves changes.

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