



Ministry Description

HopeKids Volunteer Coordinator

Focus/Purpose of this Ministry: This ministry assistant provides support for HopeKids by overseeing supplies & materials, attendance and check-in. This individual will also ensure the safety of children in our care by attentively administering the proper procedures for volunteer readiness.

Qualifications:

1. This ministry assistant must meet the biblical qualifications for leadership.
2. This ministry assistant must subscribe to the Faith Statements of Hope Missionary Church.
3. This ministry assistant must be (or become) a member of Hope Missionary Church.

Gifts or Talents:

1. A spiritual intensity for God
2. A heart for ministry in the church
3. A heart for lost people
4. A team spirit
5. A passion for excellence
6. A servant's heart

Ministry Responsibilities:

1. Oversee a team of volunteers to prepare supplies and materials for Sunday morning and Wednesday evening programming. This individual is not the one who does all the work; this ministry assistant recruits, trains and schedules volunteers to make this often-unseen area of ministry happen with excellence and efficiency.
2. Serve as the primary purchasing agent of supplies and materials from appropriate vendors to resource the group of volunteers who prepare the supplies.
3. Maintain appropriate inventory of basic materials needed in areas used by HopeKids..
4. Oversee the process of recording and reporting of attendance for HopeKids programming.
5. Oversee a team of volunteers serving at children's check-in areas on Sunday mornings and Wednesday evenings. From recruiting to training to

regularly scheduling volunteers, this ministry assistant will empower volunteers to serve in practical ways.

6. Oversee and administrate necessary programs/documents to ensure compliance with Hope Church policies (e.g. HMC Ministry Covenant, background checks, MinistrySafe) for children's ministry volunteers at Bluffton Campus.
7. Assist with HopeKids leader meetings as requested.
8. Other tasks as assigned by supervisor.

Responsible to: Lead Pastor, Executive Pastor, Director of Children's Ministries

Directed by: Director of Children's Ministries

Time Requirement: part-time, paid position (with remuneration and benefits determined by the Lead Pastor and the Executive Pastor).

Meetings:

1. Weekly staff meeting
2. Annual staff retreat
3. Annual congregational meeting

Reporting:

1. Weekly staff report to supervisors