



# JOB DESCRIPTION

EASTSIDE CHRISTIAN CHURCH

**POSITION TITLE:** Special Forces Coordinator

**EFFECTIVE/REVISED:** 06/13/19

**SUPERVISOR'S TITLE:** Children's Director

**DEPARTMENT:** Kidside

**CAMPUS:**  Anaheim

Central

**LEADERSHIP LEVEL:**

- EXECUTIVE
- DEPARTMENT HEAD
- DIRECTOR
- COACH
- LEADER
- STAFF

**EXEMPT CLASSIFICATION:**

- PASTOR
- MINISTER EXEMPT
- EXEMPT
- NON-EXEMPT

**PAYROLL STATUS:**

<input type="checkbox"/> FULL TIME	<input checked="" type="checkbox"/> PART TIME	WEEKLY HOURS: 20
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**01. Summary of Position:**

The Special Forces Coordinator will be responsible for coordinating and facilitating ministry and services for our Special Needs children preschool through High School.

**02. Ministerial Functions:**

- Provide management of ministry through controlling and maintaining the ministry objectives of the Kidside Department of the Anaheim campus and by conducting ministries that meet those objectives.
- Prepare curriculum provided and/or other religious training materials for Kidside Department.
- Assist children, parents, and Change Makers toward maturity in their faith by teaching and leading worship as needed and delegating the same to others.
- Authorized to administer communion, baptize, officiate weddings and funerals, and lead worship and Bible studies in various settings.

**03. Supervisory Responsibilities:**

- This job has no staff supervisor responsibilities.
- Supervises volunteers within the Kidside Department.

**04. General Duties and Responsibilities:**

- Collaborate with the Central Team to develop ministry plans that support the ECC strategic plan
- Complete 3x6 goal planning forms to carry out the ministry plan

- Attend monthly team meetings (located at Anaheim campus) and annual retreats/conferences
- Attend weekly programming meetings with central service team members
- Meet with supervisor as needed
- Recruit, equip and care for Kidside Change Maker teams
- Oversee special Kidside events and programs on or off campus.
- Communicate with parents regularly via: Emails, Social Media, Flyers, Mailers, Etc.
- Develop relationships with kids and their families
- Coordinate and supervise the Special Forces rooms and weekend services.
- Facilitate Kidside cleaning protocol for rooms: spray, wash, deep clean when scheduled
- Keep open communication with Children’s Director and central team to stay abreast of changes
- Communicate any technical needs to site Tech Director (Prior to the weekend)
- Prepare service resources/needs: Diapers, wipes, supplies, curriculum, toys, tubs, etc.
- Ensure that classrooms and facilities reflect a safe, professional, Christ-like environment
- Perform other responsibilities as assigned by supervisor.

*Eastside reserves the right to change job duties at any time. This job description is not designed to cover every job requirement.*

**05. Qualifications:**

- Must have a strong personal faith in Jesus as Savior and Lord, and a heart for serving God and others.
- Must be a member of Eastside Christian Church, having been baptized by immersion, and completed Next Steps (or is willing to complete in the next 3 months).
- Must be ordained, commissioned, or licensed for the ministry of the Gospel.
- Must have a minimum of 4 years of biblical instruction.
- Must be a college graduate or be able to demonstrate, through experience in practical ministry, a comparable knowledge level.
- Must have a minimum of 2 years of related ministerial experience.
- Must be considered a spiritual leader of the church by those who know him/her, both at Eastside and/or a previous church in which he/she has served as a minister or key volunteer.
- Organized with attention to detail.
- Strong oral and written communication skills.
- Ability to exercise independent judgment and discretion
- Strong computer skills: knowledgeable with Microsoft Office Suite and/or Google Suite, Internet savvy for browser research, understand and utilize social media, and able to learn other computer applications.

**06. Employment Understanding:**

- Agreement to abide by ECC Personnel Manual and Policies, and to support, without reservation, the Vision and Beliefs Statement, through conveying the Church’s message in his/her ministerial duties.
- Agreement to conduct himself/herself on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership, supporting the Code of Conduct policy, and being a positive representative of ECC.
- Required to perform job duties according to the theological beliefs and standards of Eastside.
- Attendance at Ministry Team meetings and department meetings is required
- Will be expected to participate in continuing religious education to support his/her ministry of the Gospel.

- Will be a member or leader of a Small Group.
- This Job Description will be reviewed at least annually with the position's supervisor. This person will also write semi-annual 3x6 goals, obtaining supervisor approval.
- The skills of ministry and ministerial responsibilities of this individual will be reviewed on an annual basis along with his/her performance in other areas of responsibility.
- Remuneration including wages and benefits, will be set, reviewed, and modified by the Senior Pastor and Executive Team.

**07. Physical Demands & Work Environment:**

- Must be able to occasionally lift and / or move up to 20 pounds
- Intermittent sitting and standing. Hearing, speaking and ability to read fluently; ability to accurately read calculator, computer and hand-held devices.

We concur with this Job Description.

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Staff Member

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Supervisor

\_\_\_\_\_  
Date