

Using Coordinators To Monitor Team Needs

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Age level or area coordinators assist the CM Director in making sure that the CM rooms are adequately staffed by screened, trained, and appropriately placed CM team members.

When a church and CM are small, the CM Director can maintain the CM team and provide safely-staffed CM rooms for the weekly services. As the church grows, the number of children grows as well. Along with this wonderful growth, the need for more CM team members increases. Soon, the administrative “load” on the CM Director is daunting. It is important to build the CM leadership team by adding area coordinators.

These area coordinators are usually “bubbled up” from within the CM team. They are faithful, dependable, passionate volunteers who have served on the CM team for a while. These loyal servants are offered the positions of coordinators over sections of the ministry (by age groups). They assist the CM Director in supervising the ministry and supporting the CM team members.

One of the most significant tasks that the coordinators can provide is in overseeing/coordinating the scheduling of the CM team during worship services. Each coordinator schedules the CM team members who serve in their age level “department.” The coordinator organizes who serves on Sunday morning or during the midweek service. The coordinator assures that CM team members do not serve more than once a week. The coordinator will also assist the CM Director in planning and maintaining the CM team rotation process.



The coordinators receive phone calls, texts, or emails from their department team members regarding their inability to serve during their scheduled service time. (“I need a substitute,” or “I’m sick!”). The coordinator then fills the needs from the roster of CM team members who serve in that department.

- Assign substitutes for the CM team needs each week. Once the rotation plan is established, the coordinators will have a list of team members from their department who have “rotated out,” and who are now substitutes.
- Record the substitutions into the online “Google Sheets” roster. This document can be accessed by the CM Director or Service Supervisor on site! (This is mainly for substitutions made before service times! “Last minute” needs will probably need to be communicated directly to the CM Director or Service Supervisor via text.)

The area coordinators provide powerful assistance to the CM Director. Because of their importance and the stress they may face, the CM Director must work hard to support them, thank them, and empower them.

Eventually, each area coordinator should create “Service Supervisors” for each of the weekly services. This prevents the coordinator from having to be on site for each and every service. This new leadership addition should also “trigger” a pay increase for the area coordinator. If the coordinator has been serving as a volunteer, he/she should now receive part-time pay. If the coordinator was already being paid part-time, he/she should be increased to either nearly full time, or to full time.