

The Value And Care of Department Coordinators

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As the children's ministry (CM) grows, the CM Director will become more and more unable to personally support, encourage, and train the increasing number of CM team members. The CM Director may also experience a growing challenge in dealing with the growing challenges of carrying out the responsibilities of the ministry.

An excellent way to support the CM Director is to develop department or area coordinators. These coordinators are usually people who are "bubbled up" from within the CM team to become leaders of the CM team who serve in that specific area or age group.

Department coordinators serve as the CM Director's eyes, ears, mouth, and hands. They assist the CM Director in hearing and seeing the needs of the ministry and the CM team. They also help the CM Director by verbalizing his/her messages and doing the things that the CM Director needs to be done.

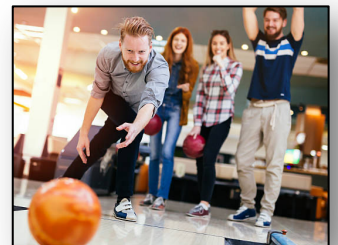
The Value of the Department Coordinators

- To increase the personal connection with the team members **(hands)**.
- To increase the communication to the team members **(voice)**.
- To increase the communication from the team members **(ears)**.
- To increase the awareness of the needs and conditions of the ministry **(eyes)**.



The Care of the Department Coordinators

- Provide clear, realistic job descriptions.
- Provide support and encouragement.
- Communicate clearly – reduce surprises or misconceptions.
- Monitor stress or frustration and reduce or rescue if needed.
- Rely on and seek their specific, focused wisdom (within your own vision and oversight).
- Respect their position within the team.
- Permit freedom within boundaries – let them personalize their departments.
- Consider Jesus' treatment and care for His disciples/Apostles.
- Have fun together! Plan social events and laugh together!



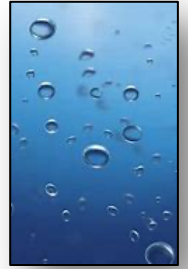
Specific Treatment

1. Recruiting
 - a. Consult them regarding needs, hopes, and dreams.
 - b. Ask them for ideas.
 - c. Consult them on the placement of new team members within their department.
 - d. Let them help with recruitment.
2. Training
 - a. Consult them on the needs within their department, and how training would help.
 - b. Invite them to suggest "experts" from within their team, to use during the training.

- c. Challenge them to create “masters” within the department team to apprentice new team members in specific areas.

3. Team Development

- a. Challenge them to “bubble up” leaders from within their department team. These leaders may serve as Service Supervisors, social directors, parent communicators, etc. These leaders enhance the department team’s strength and ministry while reducing the load on the coordinator.
- b. Challenge them to “bubble up” teachers from within the team. This is done through the team teachers themselves. An “aide” will be apprenticed to be a teacher through a process of “baby steps” in teaching lessons.
- c. Challenge them to create a nurturing “body” within the team so that one person (the coordinator) doesn’t have to do it all.



4. Curriculum Development

- a. Consult them regarding the satisfaction with the curriculum. Their responses will assist in the purchase and development of the curriculum.
- b. Consult them regarding the use of the curriculum and how to train the team members to use the curriculum.

5. Weekly Team Needs

- a. Challenge them to become aware of their own team needs (i.e. vacation plans, sicknesses, rotation plans, etc.)
- b. Compliment them in their awareness of their own department team needs.
- c. Protect their position as leader of the department by communicating substitute needs immediately. The “Substitute Coordinator” must contact the Department Coordinator about the need and when a substitute is placed.
- d. If a last-minute need is faced, the Department Coordinator must be notified and be given an opportunity to satisfy the need if a substitute is not found. If a substitute cannot be found for the need, and the Department Coordinator cannot solve the need, or does not respond to the communication, the Department Coordinator must be notified of the steps that will be taken to satisfy the need:
 - i. Classes combined
 - ii. Team members shifted

