

KIDS MINISTRY DIRECTOR

Position Overview

The primary role of this position is to create and implement a clear vision for Kids Ministry that helps children and families to know and show the love of Jesus. This person will partner with parents to develop and foster an environment that encourages spiritual growth with the children while maintaining their safety. This person will have leadership responsibility both the Early Childhood Ministry (Birth-Preschool) and the Elementary Ministry (Kindergarten-5th Grade).

Primary Responsibilities & Duties

LEADERSHIP

- Create and implement a clear vision for SHF Kids Ministry.
- Recruit new volunteers by casting vision for both the families we are serving and the opportunity for volunteers to use their God-given gifts to serve others.
- Equip volunteers for ministry; ensure training, provide tools, and offer opportunities for growth.
- Oversee volunteer staffing for all Kids Ministry environments.
- Supervise ministry events and Sunday morning/evening programming.
- Develop or obtain age-appropriate material that facilitates the spiritual growth of children.
- Work with the leadership team to develop an annual budget.
- Oversee the expenditures of the budget allocated towards the Kids Ministry and oversee fund-raising efforts for ministry.

COMMUNICATION

- Teach in various areas (training, Sunday School, Small Groups, etc.).
- Serve as the "face" of Kids Ministry for the families, volunteers, and staff.
- Follow up with new families (send welcome communications).
- Respond to inquiries regarding Kids Ministry.
- Collaborate and share ideas with Kids Ministry Directors across all sites.
- Clearly communicate Kids Ministry celebrations, concerns, and needs to staff.

CHECK-IN/SECURITY

- Oversee the Kids Ministry check-in process and equipment.
- Manage attendance reporting and database information on all children in our ministries.
- Ensure a safe, secure, and healthy environment for Kids Ministry.

- Provide a form of “Risk Prevention Training” for leaders working with children.
- Execute and maintain background checks and other abuse prevention procedures/policies

SPECIAL EVENTS

- Manage the Parent & Child Dedication Event.
- Represent Kids Ministry through participation in conferences.

Competencies

Staff are required to demonstrate competence in the following specific areas with appropriate confidence, regular success, and independently (with occasional guidance as needed).

KNOWLEDGE

- Good English and communication skills.
- Must be able to present complex information in an understandable and engaging manner.
- Excellent active listening, negotiation, and presentation skills.
- Good people skills.
- Ability to relate to all different types of personalities.
- Competence to build and effectively manage interpersonal relationships at all levels of the ministry.
- Demonstrates emotional intelligence.
- Demonstrates the ability to lead presentations, meetings, and discussions.
- Demonstrates the ability to develop, motivate, and encourage individuals.
- Attention to detail.
- Spiritual sensitivity to understand an individual's comprehension and agreement to the Statement of Faith as well as other spiritual truths at an age-appropriately level.
- Aptitude in problem-solving.
- Knowledge in Microsoft Office.
- Ability to think clearly, strategically, and analytically.
- Maintains confidentiality.
- Willingness to grow in skills, knowledge, and capability, in line with goals agreed upon with the Lead Pastor.
- Ability to search for, locate, extract, organize, evaluate, and use or present information that is relevant to a particular topic.

Education & Experience

REQUIRED

- Experience in director or administration role, including coaching, mentoring, and counseling volunteers or church members.

PREFERRED

- Bachelor's Degree with a focus in Education and Biblical Studies or a similar field.
- A minimum of 2 years of experience as a staff member in a ministry leadership capacity.

Employment Conditions

SALARY

- \$15-\$20

BENEFITS

- Vacation as determined by the SHF Employee Handbook and in keeping with the terms of call.
- Additional benefits as determined by the SHF Employee Handbook and in keeping with the terms of call.

ACCOUNTABILITY

- Reports directly to the Lead Pastor.
- Will meet one-on-one regularly with the Lead Pastor.
- A performance review will be conducted every year by the Lead Pastor.
- This position is under the authority of the Council of Elders.

WORK SCHEDULE

- This position is a part-time responsibility and carries a basic requirement of 30 hours per week.
- Work responsibilities and accountability beyond this document will be determined by the SHF Employee Handbook and/or the Lead Pastor.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Employee

Date