

Kids Ministry Director (KMD)

(as of 1/21/2022)

1. Qualifications:

- a. *Character/Doctrine*: The Kids Ministry Director (KMD) shall be a member of the church and exhibit godly character and Christian living fitting for a follower of Christ. They must be or become a member of the church, meeting the parameters in Article IV of the Church Constitution. This person shall also have a genuine interest in and love for children. They shall support the church's discipleship mission of becoming fully devoted followers of Jesus together.
- b. *Education*: Bachelor's degree or equivalent experience in education or Kid's Ministry is preferable.
- c. *Experience*: Preferred 5-year minimum of experience leading Kid's Ministry in a church setting. A demonstrated record of mobilizing multiple volunteers and proficiency in administering multiple programs and ministry teams. Gifts of leadership, teaching, encouragement, and creativity. Basic computer skills in Word, e-mail, social media, etc. as well as keyboarding skills and ability for clear verbal and written communication. A team player who is a self-starter is a must.

2. Principal Function: Direct the discipleship ministry for children birth to 5th grade and their families.

3. Accountability:

- a. Responsible to the Lead Pastor, who conducts an annual job performance review.
- b. Will have the support of the pastoral staff through prayer, weekly staff meetings, and regular availability. Also, will consult with them regarding decisions that need to be made (disciplinary actions, ministry purchases, program changes, etc.)
- c. Will have the support of the congregation through encouragement, prayer, and salary.
- d. Work up to 30 hours/week with some weeks requiring more or less hours based on the church calendar. At least 20 onsite office hours per week required and presence and availability on Sunday mornings and Wednesday nights is a must. *Due to the required Sunday availability, weekly time for spiritual growth and renewal may need to be found outside of Sunday services.* Position, hours, and pay are subject to yearly review.

4. Ministry responsibilities:

(While many of these items will be delegated to others, the ultimate accountability for assuring the following responsibilities are implemented rests with the KMD.)

- a. **Leading Kids Ministry Leaders** (40%, 12 hours)
 - i. Develop vibrant and effective leaders and leadership teams.
 - ii. Mobilize leaders through recruiting, organizing, equipping, and delegating.
 - iii. Provide training and ongoing development and encouragement of all leaders.
 - iv. Train and supervise leaders to make sure policies are being followed, especially background checks, child protection procedures, and security policies.
 - v. Oversee and communicate with any paid kids ministry staff (nursery, etc.) in regard to job requirements and development.
 - vi. Develop personal and team awareness of developmental theories of children and their application to the church's ministries.
 - vii. Attend annual training for ministry and personal growth. (Expenses, within the budget limit, will be paid by the church.)
- b. **Directing Kids Ministry Programs** (60%, 18 hours)
 - i. Design a comprehensive ministry that will disciple children to know, love and follow Jesus.
 - ii. Administrate ministries including, but not limited to, Sunday School, Kids' Club, Nursery, Kids Church, and Beginners' Church, as well as occasional VBS, Christmas program, etc.
 - iii. Evaluate, research, and order curriculum. Ensure classrooms, etc. are adequately supplied.
 - iv. Collaborate with Kids Ministry leaders, teachers, parents, and the C. E. Committee in evaluating ministries, changing curriculum, and making major decisions affecting Children's Ministry.
 - v. Evaluate and strategize short and long-term ministry success and spiritual growth.
 - vi. Maintain a Kids Ministry operational handbook, i.e. nursery policy, child safety procedures, etc.
 - vi. Develop, track, and submit an annual Kid's Ministry budget.
 - vii. Communicate Kid's Ministry activities and updates to the pastoral staff, kids, parents, congregation, and community.