

## Kids Ministry Director, Kindergarten - 5<sup>th</sup> Grade

**ACCOUNTABLE TO:**

Executive Director

**POSITION IS:**

Exempt - Full Time, Salaried

**PURPOSE:**

**Plan, administer and supervise Children's ministry programming for children in Kindergarten through 5<sup>th</sup> grade that will meet the present and unfolding needs of children in the congregation and the community through education, worship, fellowship, and service to the end that they are brought to maturity in Christian faith characterized by a personal acceptance of Jesus as Savior and mature decision making and behavior reflecting internalized Christian values.**

**QUALIFICATIONS:**

- Minimum of 2 years of proven experience working with children.
- Bachelors Degree in Elementary Education or Youth Ministry desired
- CPR and First Aid Certified
- Knowledge, skills, and gifts: Must be adept at recruiting, training, and activating volunteers to service. Candidate must exhibit computer knowledge, experience and proficiency with Microsoft Office applications. Candidate must exhibit excellent organizational and interpersonal relational skills. Candidate must be tried and proven in ministry and have a passion to share Jesus. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Candidate must be able to problem solve, maintain and protect confidentiality, and have excellent written and verbal skills.

**PRIMARY DUTIES & RESPONSIBILITIES:**

1. Provide innovative, enticing children's ministry programs for children, grades Kindergarten through Fifth, that will enrich their knowledge of the Bible, encourage faith in Jesus as Savior, and provide fun and fellowship with other children. Evaluate curricula and programming for all areas of ministry annually and provide for continuous improvement.
2. Oversee all aspects of the Sunday morning experience for kids. Work with the Creative Coordinator for Kids Ministry to create a large group learning experience for Sunday morning children's ministry during the 10:45 am service. Plan and provide structure to the other aspects of Sunday morning ministry for kids.
3. Provide safe, attractive, creative, stimulating learning environments in which children in Kindergarten through 5<sup>th</sup> grade are engaged in motivating age-appropriate, faith-based learning activities during Sunday morning, Wednesday night and special event programming.
4. Recruit, train, and support small group leaders and apprentice leaders for children. Intentionally incorporate a multiplication component within the ministry, integrating middle and high school students as leaders/apprentice leaders in children's environments.
5. Work with the Creative Coordinator for Kids Ministry to prepare and lead activities for children for special services.
6. Provide age appropriate activities for children who attend Sunday morning services.
7. Plan and implement a motivating summer Sunday morning program for children entering Kindergarten through 5<sup>th</sup> grade.
8. Schedule children's messages during Sunday morning services for weeks when children's programming is not available.
9. Provide supervision and leadership for Wednesday night programming for children in grades Kindergarten through 5<sup>th</sup> grade. Recruit and support leaders.
10. With the Early Childhood Director, maintain and continuously improve an efficient and safe system for receiving and releasing children to and from the children's ministry area.

11. Personally follow-up with new families whose children (Kindergarten - 5<sup>th</sup> grade) attend children's ministry events for the first time. Follow-up with children/families who have been missing and invite them to return.
12. Working with the Early Childhood Director, organize summer activities and outings for families with young children.
13. Plan and lead outreach activities that engage Kindergarten through 5<sup>th</sup> grade children in local and global service to others.
14. Plan, organize, direct, and promote Adventure Camp for children who have completed Kindergarten through 5<sup>th</sup> grade. Provide support to the Event Manager for other children's oriented church-wide outreach events (Easter Egg Hunt, Trunk or Treat, etc.)
15. Be the face of the Kids Ministry, promoting Kids Ministry programs and events. Create opportunities to know and be known by children and their families.
16. Ensure that all volunteers have had a background check and have attended the Health & Safety Training prior to serving in ministry.
17. Work with the Director of Early Education and the Director of Student Ministry to provide smooth transitions for children who are transitioning to and from Kids Ministry.
18. Support the Director of Early Education by filling in during preschool teaching gaps due to her absence.

**PERSONAL AND PROFESSIONAL GROWTH IN LEADERSHIP AND DISCIPLESHIP:**

1. Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer, and meditation.
2. Seek and develop a relationship with a personal mentor/accountability partner.
3. Develop personal evangelism opportunities within and outside of the church.
4. Fully engage in staff conferences, retreats, discipleship initiatives, and church-wide events at the request of the Leadership Team. Participate in 3dm discipleship training (huddle) and reproduce the model with team leaders.
5. Pursue self-initiated professional growth through reading relevant materials and researching and attempting new strategies for reaching primary objectives in ministry.
6. Financially support the works of ministry of Centerpoint Church.
7. Maintain proper priorities in your personal life, setting appropriate boundaries as necessary.

**OTHER RESPONSIBILITIES:**

1. Attend weekly worship services and attend staff prayer meetings.
2. Abide by the Centerpoint Staff Covenant and Employee Policy Manual.
3. Demonstrate a willingness to submit to others out of reverence to Christ as stated in Ephesians 5:21.
4. Demonstrate a commitment to handling conflict biblically, following principles in Matthew 18.
5. Regularly communicate with staff, volunteers, and the congregation in written form.
6. Punctually attend all staff meetings, scheduled supervisory meetings, and staff building events.
7. Respond in a timely manner (within 24 hours) to ministry related electronic, telephone, or personal contact.
8. Give full support to the General Operating Budget of Centerpoint Church and avoid soliciting or expending funds not previously authorized.

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Signed

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Date

*Approved by the Executive Team,* \_\_\_\_\_

5.6.18