



Kids Ministry Director

Position Title	Kids Ministry Director (Part Time/Full Time)
Reporting Relationship(s)	Shannon Hundley, Office Manager (shannon@elmcitychurch.com)
Time	20-40 Hours Per Week Full-time role would include additional responsibilities outside of kids ministry.

Purpose

- We desire to make more and better believers in Jesus. Statistically, 90% of people decide to follow Jesus before the age of 18; 80% before the age of 12. The role of the kids director is to lead the ministry of Elm City Kids (birth through 5th grade) within a growing community of faith in order to facilitate the growth and development of faith in new and current believers, help children grow in their love for Jesus, and equip parents in the discipleship of their children. This entails managing the day to day aspects of children's ministry in tandem with keeping a big picture vision of bringing new people to faith.

Overview & Responsibilities

Elm City Church is looking for a dynamic and detail-oriented Kids Ministry Director to lead and grow our kid ministry community with the desire that every child, parent/guardian will feel known and wanted while they are present and missed when they are away. Currently the position involves the oversight of 50+ volunteers, 170+ children and 60+ families that continue to grow. Sunday currently averages 55 - 60 students a week from birth through 5th grade.

Key Responsibilities

The Kids Ministry Director plays a vital role in shaping the spiritual development of children within the church community. Their responsibilities encompass a wide range of tasks aimed at providing a nurturing, safe and engaging environment for young individuals to grow in their faith while supporting parents/guardians with discipleship. This includes but is not limited to leading Kids Ministry with

- Curriculum Development & Resource Management: Ensuring biblically sound curriculum for appropriate age level and benchmark standards. Maintaining basic standards of bible lessons and activities that are relevant, engaging, and aligned within Elm City Church's values and teachings. Managing and allocating the budget and resources given to Kids Ministry to achieve ministry objectives.
- Leadership & Team Management: The Elm City Kids Ministry Director is responsible for recruiting, training, and equipping volunteer teams to assist in various aspects of the children's ministry. Providing leadership, guidance, and support to volunteers so that all volunteers continue to grow in their faith while feeling known, wanted, and missed.
- Care for Children & Families: Has a burden for each family (children and parents/guardians) to feel that they are known and wanted while present and missed in their absence. This includes but is not limited to, being available to listen to children/families concerns, praying alongside them and providing guidance in their spiritual journey.
- Communication with Parents/Guardians: Regularly communicating with parents/guardians to keep them informed about upcoming events, current curriculum, and any other pertinent information about their child. This includes but is not limited to a monthly email about upcoming curriculum, activities, and resources.
- Child Safety & Protection: Implementing and enforcing child safety and protection policies to ensure a secure environment for all children.
- Program Coordination: Work to plan and oversee special events, outreach and outings that further the mission, vision and values of Elm City Church.
- Spiritual Role Model: The Kids Ministry Director will be a positive and Christ-like role model for children, the ministry team, church and greater community, exemplifying a strong and authentic faith.

Qualifications

- Spiritual Growth/Maturity: A deep and growing personal relationship with God, coupled with a commitment to living out Christian values and principles by Practicing the Way of Jesus Together in community.
- Passion for Ministry & Children: The ECK Director should be committed to nurturing the spiritual growth of young individuals and creating a positive and engaging atmosphere for them. A genuine love for children and a strong passion for ministry are crucial. This passion drives dedication to nurturing the spiritual growth of young individuals.

- **Past Experience:** Prior experience working in children's ministry or working with the Elementary age group is highly valuable. This experience demonstrates an understanding of the unique challenges and dynamics of ministering to children and their families while showing them the love of Christ.
- **Team Player:** ECK Director should be able to work collaboratively with other church leaders, staff members, and volunteers to integrate the children's ministry into the overall vision and mission of Elm City Church, while also leading a diverse team of volunteers and community members.
- **Bias for Action:**
- **Effective Communication/Difficult & Direct Conversations:**
- **Value for continued learning**
- **Vision Casting:** Bring creativity and innovation to the ministry approach. The ability to incorporate fresh ideas and adapt to evolving needs will help the children's ministry thrive.

Sample of Key Tasks Include...

Weekly

- Prep & Print leader guides for the Pre-K and Elementary Room
- Prepare supplies for the Children's Ministry Rooms
- Replenish service activity bags
- Communicate with volunteers when needed
- Reach out to students and parents that have been gone for awhile (send a postcard, email, etc)

Sundays

- Arrive early on Sunday mornings to open Check-in Pads and prep rooms
- Close down rooms on Sunday mornings with quick clean up
- Oversee Club 3-4-5

Monthly

- Purchase snacks and supplies as needed
- Organize curriculum so it is ready 4 weeks before
- Meet with Shannon about kids min updates
- Keep staff updated on kids min
- Assist with recruiting/connecting/onboarding/scheduling volunteers
- Keep kids rooms organized and clean
- Plan and organize Club 3-4-5
- Send monthly updates to volunteers and parents.

Ongoing

- Lead in the creation and annual updating of safety policies, trainings and guidelines.
- Other events/ministry opportunities as they arise, including but not limited to parent ministry.
- Connect with parents for encouragement, updates on kids, help with discipleship