

<b>Position Title:</b>	Children's Ministry Director
<b>Reporting to:</b>	Children's Ministry Pastor
<b>Partners with:</b>	Children's Ministry Staff and Leadership team
<b>Classification:</b>	Support Staff Full Time 30 Hours per week, including weekends and some evenings
<b>Compensation:</b>	Salary \$27,000 – \$34,000 per annum

### **Purpose**

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The Children's Ministry Director will work closely with the KAC Kids team to share the Gospel and pass along biblical truths during weekend gatherings and special events throughout the year. Bringing innovative and engaging ideas to the ministry to equip and empower leadership teams to serve, lead, and collaborate with families. Be passionate about raising up the next generation to become leaders throughout the church by focusing your efforts on the KAC Kids Student Leadership Team.

### **Key Roles**

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- Bringing innovative and engaging ideas to Children's ministry for sharing the Gospel
- Assist in raising up our next generation of leaders throughout the church by focusing efforts on Kids' Student Leadership Team.

### **Areas of Responsibility**

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#### **Weekend Ministry (18%)**

- Set up/Clean-up of equipment and supplies for weekend spaces.
- Participate as an integral part of our leadership and teaching team during weekend gatherings.
- Troubleshoot during weekend services and be fully available to support the volunteer team.
- Welcome and check-in families and children into the program.
- Follow the KAC Operations Manual to 'work one service; attend one service' unless you are on a scheduled weekend away.

#### **Curriculum and Programming (25%)**

- Research, select, and purchase (if necessary) materials for Children's Ministry programs.
- Prepare written materials and appropriate crafts and activities for weekend ministries.
- Ensure Volunteer Coordinator and/or volunteers have access to information and lesson materials needed for proper scheduling.

#### **Leadership Development (20%)**

- Identify and recruit student leaders to support the KAC Kids team.
- Develop a system for building up and training the KAC Kids Student Ministry team (KSMT).
- Research and develop materials to equip the KSMT to become confident and competent leaders that can be launched into other ministries.

#### **Administration and Screening (25%)**

- Ensure the Volunteer Coordinator knows when a recruit is being considered so proper documentation can be prepared.
- Interview potential volunteers.
- Oversee safety of programs, ensuring appropriate ratios.
- Oversee the proper management and care of designated Children's Ministry facilities and equipment.
- Communicate with and update families as needed through email, social media, etc.
- Attend staff meetings, chapels, and ministry meetings.
- Attend training and do research to stay progressive in Children's Ministry, looking for the "best ways" for CM to accomplish our core calling.



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- Build relationships with volunteers through attending parties, training, and coffee meetings.

### **Special Events (12%)**

- Participate in planning and implementation of special events, including fall kick-off, family fun nights, kid's fun nights, community outreach events, year-end celebrations, VBS, Christmas celebrations, and thematic décor changes.
- Support and lead student discipleship classes/courses.

### **Competencies and Qualifications**

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- Able to work in a large, multi-staff setting and collaborate effectively in cross functional teams utilizing highly developed communication, project, and time management skills.
- Ability to work positively in a team-based environment both as a team player and a team builder.
- Ability to work as part of a strategic, goal-oriented team – a student of leadership.
- A self-starter with the ability to balance the details with the big picture perspective, who can manage responsibilities and delegate as necessary.
- Proven developer and equipper of leadership teams.
- Experience in supervising, motivating, and encouraging others with a proven ability to work with and through leaders.
- Strong interpersonal skills, able to apply and communicate biblical knowledge and principles to life situations.
- Strong work ethic with healthy work – life rhythms.

### **General Responsibilities & Expectations**

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The Children's Ministry Director ought to:

- know Jesus personally and love Him whole-heartedly. This should be evidenced through spiritual growing and an obvious love of Jesus.
- engage in practices that help grow in a personal relationship with Jesus.
- participate in church life through regular attendance at, and participation in, weekend gatherings and other group ministries.
- live by and contribute to the KAC Employee Culture Creed.
- agree to and sign the Christian and Missionary Alliance Statement of Faith, Statement on Human Sexuality, and the KAC Team Covenant.

### **Acknowledge and Acceptance**

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Employee Name

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Date of Acceptance

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Employee Signature

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Tim Hoogenboom | Senior Associate Pastor