



JOB DESCRIPTION

POSITION DETAILS:

Position Title:	Director of Kids Ministry - Berlin Campus
Reports To:	Berlin Campus Associate Pastor
Position Type:	Salary, exempt
Full Time/Part Time:	Full Time

POSITION SUMMARY:

To lead Grace Kids (nursery – 4th grade) with the intentional purpose of pouring into children and families with teaching and encouraging them to follow and pursue Christ. Recruiting and developing a team of leaders in order to provide an engaging and safe environment for kids and families.

POSITION RESPONSIBILITIES:

Teaching/Event Planning

- Lesson plan, write and/or edit curriculum for each Sunday morning and Wednesday evening
- Prepare classrooms and volunteers for each Sunday and Wednesday by printing lessons, setting up materials, craft supplies, etc.
- Lead VBS by recruiting a core team and a decorating team, delegating responsibilities and leading with vision and organization.
- Plan, recruit, lead and execute Grace Kids special events such as Easter, VBS, and Christmas.
- Intentionally pour into children's lives on a regular basis, encouraging them to pursue Christ.
- Oversee and implement decorations to make Grace Kids a fun and engaging environment for kids, parents and volunteers.

Volunteer Recruitment and Coordination

- Recruit volunteers to be fully "staffed" in the ministry for Sunday morning and Wednesday Evenings
 - Recruit through in person conversations
 - Working with Campus staff to collaborate on recruitment strategies and initiatives including Volunteer Sunday
 - Maintain a pipeline of leaders to fill core roles in the ministry and to assist in recruiting other volunteers.
- Train, and empower Sunday morning and Wednesday night teams, delegating this task to volunteer coordinators.
- Create schedules for any volunteer team where there is no volunteer coordinator).
- Value volunteers and parents through encouragement, small gifts, get-togethers, volunteer parties, etc.
- Meet on a regular basis with Grace Kids core team, encouraging the volunteers and evaluating Grace Kids program.
- Fill in gaps for Sunday mornings and Wednesday evenings when volunteers are not able to show.
- Communicate expectations to new volunteers, setting them up for success (volunteer applications, background checks, coordinating "shadow dates", continued training on what, where and how).
- Communicate with current volunteers via text, email, etc. on an "as-needed" basis to continually operate Sunday mornings, Wednesday nights and special events with excellence.

Other

- Use curriculum to provide helpful resources for parents and small group leaders; maintain parent Social Media Accounts.
- Maintain classrooms, keeping snacks and supplies fully stocked.
- Clean up and shut down Grace Kids after each Sunday morning, Wednesday night, VBS, and any special event.
- Organize storage rooms, in collaboration with the Family Life team, making sure that Grace Kids have all resources needed as an up-to-date and culturally relevant children's ministry.

- Manage and steward several budgets, including VBS and Grace Kids Ministry.
- Establish clear and appropriate lines of communication with the Administrative Team, the Campus Team, and the Congregation.

Note: This position description states the nature and level of assignments normally given in this position; its list of tasks is not exhaustive.

INDIRECT DUTIES done by lead volunteers:

- Coordinate Small Group leader schedules, assist with team recruitment process, help to find substitutes
- Coordinate Nursery schedules, assist with team recruitment and help find substitutes
- Coordinate KidCheck volunteer schedule, assist with team recruitment and help find substitutes

POSITION REQUIREMENTS:

- Demonstrates godly **character** and a genuine commitment to spiritual growth and spiritual disciplines of prayer, tithing, and Bible reading.
- Demonstrates **competence** in relevant skills and abilities.
- Demonstrates good relational skills, and a desire to be a team player in order to achieve positive **chemistry**.
- Active **partner** of Grace Church.
- Able to maintain **confidentiality** and discretion.
- Positive **attitude** to handle difficult situations.

CORE COMPETENCIES:

- Warm, empathetic, enthusiastic demeanor.
- Set and execute goals with excellence.
- Take initiative, hard-working, go the extra mile.
- Identify problems and roadblocks, finds solutions, create systems to enhance ministry effectiveness.
- Takes direction and is coachable.
- Lead and develop volunteers through influence

OTHER:

- Create a personal and ministry growth plan to identify personal and ministry opportunities.
- Attends ministry and team meetings, as appropriate.
- Represents Grace Church at outside functions, as appropriate.
- Performs additional duties and assignments, as assigned.

WORKING CONDITIONS:

The following physical demands are typically required when performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, the employee and/or applicants identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

- Moderate manual dexterity for basic computer work.
- Moderate visual strain involved in the use of printed materials, computer screens, and reports.
- High level of activity including sitting, stooping, bending, standing, walking.
- Verbal communications with others in person, in writing, and by telephone.

ACKNOWLEDGEMENT:

I have read this position description and acknowledge my understanding of the requirements. I accept the position of Director of Kids and agree to perform the essential functions and other duties in accordance with the established policies and expectations of Grace Church. I understand that this description does not constitute a contract.

Signature: _____

Date: _____