

## POSITION SUMMARY

The Kids Ministry Director serves as an associate to the Lead Pastor with responsibilities in providing oversight of ministry programs and pastoral care for kids from birth through grade 4 and their parents. The Kids Ministry Director will fully support the mission and vision of First Covenant Church and maintain a personal life and ministry that is in harmony with the Word of God, and all pertinent statements guiding First Covenant Church, its ministers, and its employees. The Kids Director will work closely with the Lead Pastor to maintain a sustainable work schedule while exercising their calling and spiritual gifts and executing their responsibilities.

## RESPONSIBILITIES

The Kids Ministry Director will ensure that all areas of ministry responsibility below reflect Jesus' call to make disciples and the mission and values of First Covenant Church.

- Provide leadership oversight of the Nursery which is open for contemporary services each Sunday all year and for services on Christmas Eve, Good Friday, and Easter.
- Provide leadership oversight of a full-hour ministry program (September - May) for kids (preschool - 4th grade) on Sunday mornings during the contemporary service(s) that is fun, engaging, and effective using Orange Kids curriculum and strategies. This includes scheduling volunteers.
- Provide leadership oversight of a partial-hour ministry program for kids (preschool - 4th grade) during the summer months (June - August).
- Ensure that care and support is provided for kids and their families by
  - Initiating follow-up contact with new kids and families
  - Meeting with kids or parents/guardians for care and support as appropriate.
  - Encouraging other volunteers to care and support kids and their parents/guardians.
  - Supporting parents in their role as the primary spiritual leaders for their kids.
- Recruit, train, delegate to, and express care and appreciation for kids ministry volunteers.
- Collaborate with other staff, volunteers, and the Christian Formation Chair as needed for effective ministry.
- Manage the kids ministry calendar and budget.

# QUALIFICATIONS

## EXPERIENCE

- Experience serving and working with kids in some prior capacity.
- Experience working with volunteers in some prior capacity.
- Experience volunteering or working in the church in some prior capacity.

## QUALITIES

- Authentic dedication to spiritual maturity in Christ with a track record of Christ-like behavior.
- Personal pursuit of healthy biblical relationships.
- Personal drive to be a self-starter with initiative, and a strong dependable work ethic.
- Positive attitude that motivates and encourages others with enthusiasm and joy.
- Healthy emotional and relational intelligence as a collaborative team player including self-awareness and understanding of personality types.

## KNOWLEDGE, SKILLS, ABILITIES

- Effective verbal and written communicator.
- Good computer skills, experience with or ability to learn the software in use by the church, currently including Breeze ChMS, Microsoft Word, Excel, Outlook, Google Docs, Sheets, Forms, Basecamp, and others.
- Good organizational and problem-solving skills.
- Good relationship-building and customer service skills.
- Ability to make independent decisions and work with minimal supervision.