

Children's Ministry Director

JOB DESCRIPTION/AGREEMENT



RIVER CITY
C H U R C H

Effective Date: TBD

Status: Full-time

Primary Function: The Director of Children's Ministry, referred to as CityKids Ministry, will create, build, and provide dynamic growth, leadership, management and direction for all aspects of children's ministry at River City Church from birth to 5th grade. This is a full-time position and will report directly to the Pastor and the Wise Council.

Basic criteria for staff of RCC (River City Church):

1. Exemplifies a strong walk with God through a growing, loving, personal relationship with Jesus, and by the power of the Holy Spirit, as evidenced by actions, attitudes and relationships.
2. Called to serve River City Church and live in community with the RCC body, demonstrated by listening to and honoring the church community: Wise Council, staff, and individual members.
3. Committed to RCC's Four-Part Vision of 1) Spiritual Formation, 2) Hospitality, 3) Restoration, 4) Missional living, and can integrate this vision into practical ministry in observable ways.
4. Possesses a teachable spirit and a team-member mentality, as evidenced by relationship building skills.
5. Demonstrates an authentic, God-given calling to ministry area.

Job Qualifications:

- Required: 2-3 years experience in a lead role in children's ministry and/or a degree in a corresponding area.
- Preferred: Experience managing a budget in a related role.

Role Responsibilities:

1. Sustains and builds upon the vision of CityKids, by developing content, identifying resources and training CityKids volunteers regarding expectations and responsibilities when leading the young people in their classes. Presents plan to the Pastor annually.
2. Develops a strong team of volunteer leaders. Within six months, identifies three key volunteers who will take on leadership roles within the ministry.
3. Onboards new volunteers including organizing background checks, safety training, and CPR training. Ensures safety of CityKids through detailed and outlined procedures, and communicates these clearly to the RCC body, parents, and children as needed.
4. Prepares for each Sunday in advance, including staffing, lesson preparation, room readiness, and communication with volunteers. Volunteers should receive lessons and instructions well in advance (with schedules and instructional videos if needed). Rooms should be fully prepared and stocked with supplies. Check-in process should be well-structured and clear to parents, especially for new families.
5. Engagement with families: Consistent communication with parents, keeping them informed about City Kids content and events (e.g., CityKids Corner on RCC weekly, CityKids infographic). Available to meet with parents to minister to families, assess needs, and communicate care and attention as needed.
6. Hospitality: Creates a welcoming, energetic, and caring environment for parents, children, and volunteers. Classroom set-up, communication, and overall ministry structure should demonstrate the heart and goals of CityKids ministry.
7. Develops a quarterly budget and goals for CityKids Ministry three months in advance with Pastor and Wise Counsel.
8. Acts as the primary voice for CityKids on Sunday mornings, family gatherings and other church-wide events.
9. Coordinates with current tenant(s) regarding use of shared space, ensuring classrooms are ready for RCC use on Sundays.

10. Plans extra opportunities for kids ministry each year: VBS, family events, etc. (at least 2 per year).
11. Leads and helps with baptisms for kids and assists in baby dedications.
12. Organizes special kids services and partnerships for Sunday: Palm Sunday, Candlelight Service, Family Sundays, Focus days, etc.
13. Coordinates childcare for RCC events as needed.

Expectations of all RCC staff:

1. Disciplined—prioritizes personal devotion to Jesus through healthy spiritual rhythms and practices in order to serve out of overflow and not depletion.
2. Self-aware—can articulate physical, spiritual, mental, and emotional needs.
3. Transparent—openly communicates joys and challenges with Pastor and staff.
4. Humble—aware of personal brokenness and giftedness. Able to admit fault when needed, takes responsibility, and can elevate others.
5. Relational—places a high priority on the unity of the body, is willing to engage in conflict resolution, communicates in love, quick to listen and slow to respond.

RCC Staff Requirements:

1. Attends weekly staff meetings.
2. Coordinates and collaborates with other RCC ministries in an effort to be a unified body with ministry alignment and cohesion.
3. Meets with lead Pastor bi-weekly .
4. Attends RCC Staff retreats.
5. Utilizes the approved four (4) Sunday absences annually.
6. Participates in annual evaluations & regular check-ins with Pastor and/or Wise Council.

Staff Culture: We all go together.

We live holy.

We love hospitably.

We lead responsibly.

We engage enthusiastically.

We grow willingly.