

River City Church Children's Ministry Director

Job Description:

The Children's Ministry Director is responsible for providing dynamic leadership, management and direction to the City Kids Ministry Team. The Children's Ministry Director will sustain and build upon the vision and mission of City Kids.

Director Responsibilities:

- ❖ In cooperation with the staff, the interim children's ministry leaders, and key volunteers, the director will assist in hiring Children's Ministry Area Leaders, one for nursery/preschooler and another for pre-K/elementary.
- ❖ Assign appropriate roles for each Leader based on existing lists of qualifications, the Leaders' specific strengths, and availability.
- ❖ Supporting and guiding Area Leaders as they minister in their specific ministry area.
- ❖ Ensuring that the Children's Ministry Team is working as one unit; vision is clear and all areas of City Kids are working in accordance with that vision. Responsible for keeping all roles and responsibilities of the team clear.
- ❖ Available to parents to provide encouragement and wisdom as requested. Also responsible for providing insight and resources to equip parents as the primary spiritual directors for their children.
- ❖ Ultimate responsibility for all communication to parents, volunteers, and the church as whole for all Children's Ministry related needs and information, including web and social media content, promotional materials and informational updates for parents and volunteers. (Some email communications will be executed by Team members, but under the leadership of the Director.)
- ❖ Maintaining policies and procedures to insure best practices in areas of child development and safety.
- ❖ Leading ministry teams that will:
 - Develop and implement outreach events where children are given the opportunity to practice sharing faith through words and actions.
 - Plan and execute periodic events designed to create community among children, supporting the Truth that church is a family of believers. (Examples: MomSon Game Night, Daddy-Daughter Dance, special event/party just for younger elementary, special event/party just for older elementary, preschool playgroups).
 - Plan and implement seasonal CityKids services and events such as Christmas Eve service, Easter, Mother's Day, Father's Day, Baptisms and Baby-Dedications.
- ❖ Creating and maintaining annual ministry calendar and budget

Joint Responsibilities with the Children's Ministry Team:

- ❖ Choosing or developing Bible-based curriculum for all ages that is consistent with the River City Church vision, statement of faith, and values. Ensuring content is delivered in age-appropriate ways, with the overall goal of encouraging the spiritual growth and development of children birth-5th grade.
- ❖ Recruiting new volunteers for City Kids.
- ❖ Training all volunteers, new and existing.
- ❖ Supporting and appreciating all City Kids volunteers.
- ❖ Organizing and managing City Kids ministry.

High-level ministry role at River City Church and carries church-wide responsibility outside of Children's Ministry. It includes:

- ❖ Participation in weekly staff meetings
- ❖ Participation and leadership in "all-staff" ministry events
- ❖ Participation and leadership in staff-led initiatives

This role:

- ❖ Requires 2-3 years experience in a lead role in children's ministry
- ❖ Is part-time ~25hrs/week
- ❖ Requires participation in all Sunday services, plus periodic weeknight meetings and events

Personal Qualifications:

- ❖ Character- Growing and dynamic relationship with Jesus with a commitment to becoming more like Him
- ❖ Calling- Desire to serve at River City Church with a commitment to the vision, values and people of the church
- ❖ Competence- Led by the Spirit and gifted in leading children
- ❖ Chemistry- Positive contributor to existing staff