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| ../Documents/The%20House/Website/Logos/TheHouse_logo_circle_gray.jpg | **Kids Director JOB DESCRIPTION** |

**POSITION TITLE:** Kids Ministry Director **EMPLOYEE:**

**REPORTS TO:** Lead Pastor **SUPERVISOR:**

**EMPLOYMENT CLASSIFICATION:**

1. **Job Category:** Leadership Team
2. **Continuity:** ● Regular ○ Temporary● 12 Month ○ 8 Month
3. **Work Arrangement:** ○ Full Time ● Part Time **Approx. hours per week:**  12
4. **Compensation:** ○ Salary ● Hourly $\_\_\_ per hour w/3-month review
5. **Holidays:** ● In accordance with BC labour requirements.
6. **Benefits Eligibility:** ○ Yes ● No

**ROLE SUMMARY:**

The primary purpose of this role is to provide leadership to the kids ministry at The House.

**POSITION REQUIREMENTS/QUALIFICATIONS:**

1. **Education & Experience**

* Theological training
* Kids ministry training
* Experience leading a kids ministry

1. **Competencies (Skills, Knowledge, Abilities)** 
   * Display a high level of trust, discretion, and accountability working in a ministry capacity with vulnerable aged people.
   * Embrace a holistic understand of the many facets of a healthy kids ministry.
   * Ability to grow the kids ministry brand identity, vision, and strategic plan.
   * Strong leadership skills to recruit, equip, and encourage a healthy volunteer team.
   * Excellent administrative skills including systems, communication, and computer work.
   * Ability to hear from the Lord for leadership and vision for the kids ministry.
2. **Commitment**

* Committed and mature follower of Jesus Christ in agreement with the doctrines of the P.A.O.C.
* Serve as an ambassador for The House; committed to living and promoting our Mission, Vision, Values, and Culture.

**KEY CONTACTS/RELATIONSHIPS:**

1. **Internal:** Pastoral Team, Ministry Team, and Department Volunteers
2. **External:** Congregants and Church Families

**POSITION AUTHORITIES:**

1. **Expense:** Eligible for expense reimbursements up to $200 unless pre-approved by the Assistant Pastor.
2. **Custody:** Masterkey holder
3. **Systems:** Planning Center, Email, Criminal Record Checks

**KEY MANDATED RESPONSIBILITIES:**

* Kids **ministry development**
  + Cast vision and mission to take Treehouse Kids Ministry to the next level.
  + Further enhance and strengthen Treehouse Kids branding, systems, and curriculum.
  + Develop a strategic plan to ensure the children’s ministry will continue to meet the growing needs of The House in a limited space and resource environment.
  + Develop relationships with families and participate in leadership of Young Families ministry.
* Provide **team leadership** to the kids ministry
  + Recruit new individuals to join the team.
  + Shepherd the volunteer leaders by providing care, encouragement, and relational connection.
  + Train and equip new and existing volunteers.
  + Strong communication involving volunteer expectations and direction of the ministry.
* Provide **practical and administrative** leadership to the kids ministry
  + Use Planning Center to effectively manage the kids ministry and schedule volunteers.
  + Ensure curriculum and supplies are prepared for each respective classroom and age group.
  + Ensure Plan to Protect policies are followed.
  + Process Criminal Record checks and follow up on references for new volunteers.
  + Ensure the nuts and bolts of weekly sign-in and systems are in place and running smoothly.

**KEY PERFORMANCE EXPECTATIONS & GOALS:**

* Be present weekly for the 9:15am service as well as office and flex time during the week.
* Ensure all aspects of Sunday Treehouse Kids Ministry are carried out in the most excellent way possible.
* Ensure Plan to Protect policies are being followed to help guarantee the safety of all children and families while they are at The House.
* Recruit new volunteer leaders and strengthen the current team.
* Develop a long-term strategic plan for kids ministry at The House including volunteer development and expanding into more classes with distinct age groups.
* Communicate with the lead pastor on ways we can be more effective.
* Support the leadership team of The House by providing helpful follow-ups and information.
* Participate in young families ministry initiatives.
* Serve as a ministry leader in the overall church, participating in other areas and supporting other team members.
* Take care of your spiritual life and personal life to ensure you’re healthy for church ministry.
* Serve as an influencer in the overall ministry of The House. Display a care, concern, and willingness to do what it takes to see our church community healthy and strengthened.
* As a person serving in leadership and receiving financial compensation all paid staff are expected to set the example in financially supporting the ministry of The House.

**Annual Acknowledgement:**

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Employee Supervisor Date