

## **Director of Kids Ministries (part-time)**

North Roanoke Baptist Church

Created August 2022

### **Job Objective**

The director of kids ministries will report to the lead pastor and/or his designee and will have the primary responsibility for coordinating a safe, comprehensive, Christ-centered, and Scripture-saturated kids ministry program (babies–5<sup>th</sup> grade) emphasizing both the (pre)discipleship of children who regularly attend North Roanoke and outreach to new kids and families through various outreach initiatives. Additionally, the director will supervise and collaborate with an assistant director who will focus primarily on coordination and programming for preschoolers (babies–preK).

### **Key Performance Areas**

#### Vision

1. Helps communicate to our church that children are valued by providing kids with instruction from God's Word, nurturing them in love, modeling the faith, and encouraging their participation in the overall life of the church as soon as they are ready to do so.
2. Cultivates a welcoming environment for preschool and children's parents/caregivers that encourages family participation and helps facilitate a warm reception in the church.
3. Embraces the work of making disciples who make disciples by being Christ's church, impacting the Roanoke Valley, and reaching the world and endeavors to cultivate these priorities in children's hearts.
4. With the Lead Pastor and/or his designee, establish ministry goals and objectives, both short-term and long-term. Periodically review goals to determine status and make necessary changes, including eliminating goals/initiatives if necessary.
5. Implement best practices in kids ministry and strive for ongoing improvement in facilities, furnishings, equipment, teaching, and other activities.

#### Service Volunteers/Staff

1. With the pastor(s), nominating committee, the assistant director, and other ministry leaders, recruit and equip an appropriate number of volunteers to appropriately staff all kids ministry programming.
2. Provides leadership and supervision to the kids and preschool ministry leadership team. Serves as a resource for volunteer service leaders.
3. Along with the Assistant Director of Kids Ministries who will have delegated responsibility for preschool staffing (babies–preK), ensure that all aspects of the kids and preschool ministry are staffed.
4. Along with the Assistant Director of Kids Ministries, assist volunteer leaders in recruiting and training of volunteers to serve in their area(s) of responsibility.

5. Along with the Assistant Director of Kids Ministries, ensure that all kids ministry volunteers have completed a current background check (annually) prior to serving.
6. Ensure that volunteers are equipped with curriculum, teaching aids, supplies, materials, etc. in a timely fashion.
7. Encourage volunteers to nurture a warm, loving environment where Christ is glorified as King, the Scriptures are cherished and hidden in the hearts of children, and Christ-centered relationships are formed.
8. Along with the Assistant Director of Kids Ministries, train volunteers as needed.
9. Works with the pastor(s), assistant director of kids ministries, and the personnel committee to hire and develop qualified staff as needed.
10. Make volunteers aware of conferences and other educational/fellowship opportunities provided through the SBCV and other similar resources.

#### Programming/Curricula

1. Coordinates all programming and ministry for kids in grades K–5th, including Sunday mornings, Wednesday evenings (Spring and Fall Semesters), any summer programming, and other special events (e.g. Parents Night Out).
2. Oversees the Assistant Director of Kids Ministries who coordinates all programming and ministry for preschool-aged children (babies–pre-K).
3. Coordinates a well-planned program of ministry that helps kids take steps toward Jesus and to know and cherish God’s Word.
4. Works with the pastor(s) and Assistant Director of Kids ministry to select a curriculum for each program and age level.
5. Ensures the activities and programming for each age group are helping kids (as much as possible based on age) to treasure Jesus, know His Word, love and serve the church and their neighbor, and desire to have a part in reaching people from all nations with the gospel.
6. Works humbly and collaboratively with other staff members in areas where ministry opportunities overlap.
7. Works closely with the Associate Pastor for Students to help facilitate a smooth transition from the kids ministry to the student ministry.
8. Work with the pastor(s) and parents/guardians to discuss and provide resources regarding a child’s salvation and baptism as/when children express interest in/desire to repent of sin and follow Jesus.

#### Outreach

1. Works with the pastor(s) to reach and assimilate new children and families in the community.
2. Creates a welcoming and safe environment for children and parents. Develops consistent, informative, welcome packets for kids (K-5<sup>th</sup> grade) parents/guardians and ensures it is available for distribution.
3. Directs or recruits volunteer directors for various outreach events such as VBS, kids camps, and other outreach-oriented activities for kids in our community.

## Administration

1. Develops an annual ministry plan and corresponding budget to ensure that needed resources are available for submission to the lead pastor or his designee no later than September 30.
2. Manage the annual budget responsibly.
3. Coordinate background check process ensuring volunteers are notified through the background check system of the need to complete their background check and ensure that volunteers are followed-up with until their check is complete.
4. Creates and maintains a positive, visible appearance of the kids ministry in the church by using any available means of communication, including the church website, the church app, various social media platforms, email, and etc. (it is okay to recruit and train a volunteer for this role).
5. Keeps lead pastor updated on all important and pertinent issues.
6. Attends staff meetings as specified.
7. Ensures that classrooms and facilities reflect a safe and professional Christian environment.
8. Creates policies and enforces necessary rules for safety, security, and ministry effectiveness.
9. Develops an efficient, intuitive, and reliable check-in process for all kids-ministry programming.
10. Communicates with the parents/guardians of new children who attend (K-5<sup>th</sup>) and kids who have missed two or more weeks in a row (K-5).
11. Annually review the performance of the Assistant Director of Kids Ministries.
12. Other duties as assigned.

## **Education and Skills**

1. Bachelor's degree or equivalent experience required
2. Computer proficiency and technical aptitude with the ability to utilize the full suite of Office 365 products for scheduling, word processing, curriculum, and, etc.
3. Excellent communication and organizational skills are required
4. Participates in additional training, SBCV conventions/conferences, and continuing education as needed/requested and as the budget permits
5. Ability to manage programming (ordering/printing curriculum, etc), volunteers, and an assistant director
6. Passion for Christ, His Word, the local church, and our neighbors and the nations

## **Personal Characteristics**

1. Born-again Christian who is a gifted, well-organized, and efficient teacher and administrator with a passion for helping children hide God's Word in their heart, know and love Jesus and His church, and make Him known.
2. Agrees with the church's statement of faith and core values for all ministry-related personnel.
3. Has a vibrant relationship with Jesus and expresses the characteristics of a person who is walking in the Spirit and growing in Christ.
4. Warm personality that connects well with children, parents/guardians, and volunteers.

5. A team player who follows well and leads well – a servant-leader who invests in and cares for kids ministry staff and volunteers.
6. Possesses a can-do attitude and a strong work ethic, striving for excellence that honors God and inspires others.

### **Desired Outcomes**

- Kids learn about Jesus in a safe, secure, Christ-honoring environment.
- Parents are well-informed of the kids ministry calendar and what their child has learned each week so they will have the information needed to build upon their child's learning at home.
- Volunteers are appreciated, developed, and resourced (curriculum, special instructions, etc.) in a timely fashion.
- By the end of fifth grade, a child who has participated regularly in kids ministry over several years will know and be able to communicate the basic storyline of the Bible (creation, fall, Jesus and the church, and Jesus' return), know the basic divisions of the Bible, be ready and excited to participate with understanding in the various elements of the church's worship gathering (singing, praying, preaching, offering, etc.), be able to recite or sing from memory several key passages of Scripture, and will enjoy good relationships with other kids and their adult leaders.
- The gospel is regularly presented, and kids are counseled appropriately as they take steps toward Christ leading, in God's timing, to conversion and baptism.
- The ministry grows, over time, in both the number of kids participating and in its capacity for giving kids the spiritual tools necessary for knowing and walking with Jesus.

### **Work Hours/Schedule**

This position is a part-time, salaried position with flexibility in scheduling except on Sundays and Wednesdays and during scheduled kids events throughout the year. While the salary is based upon a projected 25–29 hours/week, some weeks may require less time and others more (especially during weeks with a special event or during a week with a summer program).

The Director of Kids Ministries will need to be available by phone, email, and text on Tuesday/Wednesday and Saturday/Sunday for unexpected/emergency call outs from kids ministry volunteers for kids in grades K–5<sup>th</sup> and for volunteers serving the entire kids' ministry (babies–5<sup>th</sup> grade) when the assistant director is sick or on vacation.

On Sunday mornings and Wednesday evenings and during other special/seasonal events, work will typically be with kids and kids ministry volunteers primarily in designated kids' spaces in the church. However, some special events may include the use of the gym, back field, parking lot, and other spaces throughout the church.

### **Compensation/Benefits**

- Compensation based upon experience
- Paid holidays, sick days, vacation days

**Preference For**

- Graduate-level training in Bible/Theology
- Experience teaching kids/organizing a kids ministry/events/program
- Experienced in using social media
- Giftedness in graphic design, Google forms, web design, video, etc.

**Supervision**

The Lead Pastor or his designee(s) shall be responsible for day-to-day supervision.

**Other Requirements**

- Must pass background check
- Must pass a drug test