

**Title:** Children's Ministry Director

**Exemption Status:** Exempt

**Department:** Family Ministry

**Reports to:** Family Pastor

**Regular or Seasonal:** Regular

**Full-time or Part-time:** Full-time

**Supervises** (List positions, not names): Coordinators, Volunteers

### **Position Overview:**

The CityLine Children's Ministry Director creates and leads a thriving kids' ministry environment where children from birth through 5th grade experience the transforming power of Jesus through engaging, age-appropriate, and memorable spiritual learning experiences. This role also prioritizes equipping and supporting parents and volunteers to actively participate in and reinforce the spiritual formation of the children entrusted to our care. The Children's Ministry Director effectively communicates and casts vision for the Kids Ministry to families within the church, volunteers, and the broader community.

### **Key Responsibilities**

**In this role, you will be responsible for the following:**

#### **Vision and Strategy**

- Develop and implement a Christ-centered vision and strategy for kids' ministry that aligns with CityLine's mission and values.
- Provide an overview and vision of the Kids Ministry to current and new families.
- Create repeatable processes for onboarding new families.
- Establish age-appropriate discipleship pathways for children from birth to 5th grade.
- Ability to partner with parents in the spiritual growth of their children and provide resources to continue discipleship at home.
- Evaluate and improve ministry effectiveness through regular assessment and feedback.

#### **Programming and Curriculum**

- Select and implement biblically sound, age-appropriate curriculum.
- Plan, coordinate, and oversee weekly kids' services, VBS, and various family events throughout the year.
- Lead Kids Ministry Coordinators in executing weekend plans, recruitment of volunteers, and care for families.
- Work closely with the Student Ministry to ensure an intentional spiritual handoff for incoming junior high students.

**Volunteer Leadership and Development**

- Build and maintain a strong volunteer pipeline through ongoing recruitment, training, leadership development, and spiritual care.
- Develop, plan, and lead volunteer events to train and encourage volunteers, enabling them to lead in their strengths and be most effective in their ministry roles.
- Provide volunteer coverage during special events and services as needed.

**Administration and Safety Measures**

- Ensure that appropriate safety and security measures are in place, administrative systems are up-to-date and efficient, and church policies and procedures are followed.
- Steward the kid's ministry budget and supplies wisely.
- Update website with parent resources.
- Coordinate marketing materials and promotion timelines for special events.

**Key Competencies & Behaviors Desired**

- Primarily on-site Sunday through Thursday, with flexibility in start/end times based on operational needs.
- Have a personal and growing relationship with Jesus Christ.
- Ability to share the Gospel and explain what CityLine Bible Church believes.
- Ability to pray with other employees, guests, and members of the church.
- Be an active, engaged, and accountable member of a community group.
- Communicates in a manner that gains the trust and support of others at all levels.
- Works effectively with others despite differences of opinion and style; builds alliances.
- Strives for collaboration. Works cooperatively as a positive contributor to the team.
- Demonstrates a positive attitude and shows kindness in all workplace interactions.
- Makes decisions appropriate for the level of responsibility.
- Can effectively adapt to change; can shift gears comfortably; is flexible, and embraces change with a “can-do” attitude.
- Is self-aware; knows personal strengths and weaknesses; seeks feedback and is open to coaching feedback as an opportunity for improvement.
- Works well under pressure; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; is a settling influence during a crisis.
- Recognize problems, constructively identify, and articulate solutions.
- Follows safety guidelines to ensure a safe working environment and consistently demonstrates safe work behaviors.
- Provides support to other ministries as needed and embraces additional responsibilities as assigned to help the Church thrive.

**Qualifications****Our ideal candidate will have the following:**

- Minimum of three to five (3 – 5) years of experience working with kids.
- Vibrant and healthy spiritual life with a heart to see the next generation come to thriving faith in Jesus.
- Strategic mind to integrate all aspects of Kids Ministry into the larger mission/vision.
- Solid team player who can play the role of leader and peer in team dynamics.
- Ability to communicate effectively and tactfully at all levels.

**Physical Demands:** Frequent sitting, standing, walking, bending, listening, speaking, and keyboarding. Ability to lift, push, and pull items up to 25 pounds.