

Position Details

Reports to: Lead Kids Director

Hours: Up to 30 hours (per week)

Hired by: Lead Kids Director and Kids Team with Leadership Team Approval

Position description updated: 2024

Position description approved by: Leadership Team

Summary Description

The mission of Friendship Church Kids Ministry department is to “provide children with the opportunity to discover that God loves them unconditionally and desires a personal relationship with them.” This is accomplished “through Christ-centered teaching, hands on activities and caring, in a safe and loving environment. Children can begin to learn that God made them, God loves them, and that Jesus wants to be their friend forever.

Character & Faith Qualifications

- Maintain a strong and growing personal relationship with Jesus Christ and be able to articulate that relationship.
- Agree with Friendship Church’s Statement of Faith, Mission, and Values.
- Have a desire for spiritual growth, accountability, and corporate worship.
- Care deeply about people (Philippians 2:4)
- Have a desire to protect others (Psalm 82:3-4)
- Ability to lead and stay calm in stressful situations (Proverbs 18:10)
- Keen observation skills (1 Peter 5:8)
- Enjoy working and interacting with people (John 13:35)

Responsibilities & Tasks:

- In cooperation with the Prior Lake Early Childhood Director develop and implement programs for birth through age 5 years old prior to entering Kindergarten.
- Recruit, train, nurture, and supervise nursery through preschool volunteers, through regular engagement and feedback.
- Create a loving, safe, secure, and engaging environment that is welcoming to young families and provides creative spaces for kids to connect, learn and grow with other children and volunteers.
- Ensure Early Childhood volunteers are properly trained prior to their first volunteer assignment, this includes regular background checks, training, and any other training deemed necessary by leadership.
- Assure that all Early Childhood classrooms are properly prepared for ministry; and cleaned up afterwards.
- Assist in the facilitation of child dedications, in preparation, organization and Sunday supervision.

- Provide nursery for Wednesday evening ministry; and support to Wednesday Kids Director as needed.
- In cooperation with the Kids Ministry team, establish loving disciplinary procedures to assure the safety of all children.
- Manage all Shakopee Early Childhood Ministry resources, including classroom closets. Assist Kids team in maintaining the resource room and storage areas.
- Work with the Lead Kids Director to manage the Kids Ministry budget.
- Work with the other Directors to establish child-care for church business meetings and help coordinate agreed upon special events.
- In cooperation with Prior Lake Early childhood Director, organize and direct programming for nursery through Preschool programs during special events, such as Vacation Bible School.
- In cooperation with the Kids team, create, organize and direct Family events, such as, presently our Christmas and Easter Family events.
- In cooperation with the Prior Lake Early Childhood Director, supervise and support weekday programs, such as MomCo, in regard to both the volunteer leaders and childcare providers.
- Attend Kids Ministry Director meetings (weekly) and All Staff meetings (monthly)
- Attend various meetings, conferences, seminars, classes, etc., as required

Personal Requirements

- A devoted follower of the Lord Jesus Christ with regular church attendance.
- Recruitment, equipping, and training skills.
- A servant's heart with an attitude of genuine love for children.
- An understanding of a child's emotional, physical, and spiritual development.
- Leadership, administrative, and organizational skills.
- Two or more years of leadership experience in children's ministry.
- Ability to work effectively in team-based leadership.