

## **Kids Ministry Associate Director Friendship Church**

**Position: Kids Ministry Associate Director** (a Non-Exempt position)

**Reports to:** Family Ministry Pastor

**Hours:** Up to 20 hours (per week)

**Hired by:** Family Ministry Pastor

**Position description updated:** Winter 2020

**Position description approved by:** Leadership Team

### **Summary Description:**

The Kids Ministry Associate Director seeks to create a safe, loving environment where children can absorb Jesus' teaching into their everyday lives, primarily during Monday and Tuesday programming. The position involves recruiting, training, supervising, and empowering volunteers to implement Christ-centered, biblically-relevant, faith-building programming for children at Friendship Church.

### **Duties:**

- Recruit, train, nurture, and supervise Kids Ministry volunteers for Kids Ministry programming during Discover on Tuesday nights and Care Ministries on Monday nights in Shakopee
- Serve as a substitute for one of the other four Kids Ministry Directors when they are unable to be present during programming
- Work with the other Directors to establish child-care for church business meetings and help coordinate agreed upon special events
- Attend Kids Ministry Director meetings (weekly) and All Staff meetings (monthly)
- Select curriculum for weekday Kids Ministry programs along with Kids Ministry team
- Attend various meetings, conferences, seminars, classes, etc., as required
- Create a loving, safe, secure, cheerful and engaging environment with weekday Kids Ministry that is welcoming to young families
- Be an advocate for connecting with parents and helping to equip them to be the leader of their child's spiritual development
- Establish loving disciplinary procedures to assure safety of all children

### **Personal Requirements:**

- A devoted follower of the Lord Jesus Christ with regular church attendance
- Recruitment, equipping, and empowerment 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
- Various other activities as required