



Ministry Description

Director of Kids Ministry, Mountain City Church (MCC)

Principal Function:

The Director of Kids Ministry is responsible for all aspects of ensuring the spiritual growth and development of children ages birth through 5th grade. This includes curriculum selection, volunteer recruitment and development, classroom management, and operational management necessary to ensure successful and constantly improving weekend children's services/ministries, mid-week ministries, and periodic special events.

Working Relationships: Reports directly to and is accountable to the Sr. Director of Spiritual Development. At Mountain City Church, we have a Kids Ministry Team with multiple directors and asst. directors. These directors work closely with each other since multiple areas of kids ministry and programs overlap. This Kids Director's primary responsibilities will oversee all kids ministry programs, events, activities, camps, resourcing, and volunteer recruitment and all other kids ministry staff. They are also responsible for the oversight and supervision of the kids ministry staff underneath these ministries and volunteer development.

Responsibilities:

1. Maintain and facilitate a professional environment which is based in the shared belief in the mission, vision, values, and standards of MCC. Encourage, motivate, challenge, and lead staff to develop their greatest potential in their respective positions.
2. Lead in the development and growth of a strong Kids Ministry fostering discipleship, spiritual growth, and healthy relationship building.
3. Function as a leader of the Kids Ministry by leading weekly meetings, ensuring good communication, and managing Kids Ministry coaches, leaders, and workers in successful completion of their duties and responsibilities.
4. Develop and maintain an annual plan in keeping with the mission and vision of MCC that ensures continuous improvement and growth of your ministries within the Kids Ministry.
5. Ensure that an adequate system of records and accountability is maintained.
6. Regularly select and/or develop curriculum and programming for the kids ministry that is part of the church's weekend service schedule.
7. Implement kids registration, classroom management, and security policies/practices in support of weekend services, mid-week services, and periodic special events.
8. Lead recruitment strategies and processes ensuring a healthy growth rate over time. Direct the recruitment, training, and development of volunteers as needed to staff the kids ministry. Plan and execute regular leadership recognition events.
9. Cast vision for and program annual events by selecting music, developing of themes, messages, teaching, and utilizing games and other artistic elements in the inspiration of children in learning about God.
10. Create promotional materials that ensure everyone in the church is aware of the Kids Ministry, its purpose, activities, and importance, and how to get connected.

11. Design and plan periodic child dedication services as required, meeting the needs and expectations of families attending the church.
12. Lead the creative use and proactive upkeep of kids ministry facilities and grounds.
13. Assist in the development of an annual budget for the kids ministry along with the other kids ministry director and manage spending to budget.

Position Requirements:

- Demonstrates Character, Competency, Chemistry and Commitment while modeling the virtues of an Ideal Team Player – Humble, Hungry, Smart.
- Function as a member of the church’s pastoral staff in performing occasional weddings, funerals, and other pastoral duties as assigned or needed.
- Actively engage in the life of Mountain City Church by gathering, connecting, serving, tithing, and inviting.
- Modeling and championing the Mission, Vision, and Standards of MTN City Church.
- Being a tithing member in good standing at MTN City Church.
- Attendance at a weekend service and participation in a Group.
- Following all church staff Policies & Procedures.
- Respond to email, phone call, and text messages in a timely fashion.
- Any additional requirements set by the Sr. Director of Spiritual Development

Measurements:

The Kids Ministries Director will be evaluated by the following quantifiable measurements:

- Kids Ministry Programming
 - Weekly Attendance and trends
 - Retention of children in your ministries
 - Development of first-time guests into regular attenders
- Serve Teams
 - Consistent development of leadership teams
 - Retention of current leaders
 - Recruitment of new leaders and development of a pipeline
- Overall Ministry Leadership and flow
- Ministry Spending
- Facilities use, maintenance, and development.

I have read the above job description and agree to fulfill the above-mentioned responsibilities and requirements.

Signature

Date