

Hillside Christian Church

900 NE Vivion Rd Kansas City, MO 64118 816-453-2623

JOB DESCRIPTION

Position: Children's Ministry Director **Supervision:** Designated Clergy

Accountable For: Building a strong Christian discipleship based Children's ministry under the vision and mission of the church.

Position Overview: The Children's Ministry Director is responsible for all aspects of Children's Ministry. Ages include students from Pre-K through 5th grade. Students include current church members and those in the community who need to know, grow and serve the Lord.

Qualifications:

1. Person of faith who feels called to ministry with children and families
2. Background experience in children's ministry or childhood education
3. Must be a relatable with kids and energetic about children's ministry
4. Applicant must have reliable transportation.
5. Quality organizational skills.
6. Applicant must consent to a criminal background check (employer provided)
7. Must complete Safe Sanctuary Training (employer provided). Recertification annually.
8. 21 years of age or older.

Responsibilities:

1. Serve on a leadership team in the context of congregational ministry.
2. Attend to the educational, spiritual and pastoral care needs of children Pre-K through 5th grade, through personal, relational and intentional ministry.
3. Engage in regular ministry contact with all current and prospective families of children, including but not limited to sending birthday cards, attending school functions, making personal contact etc.
4. Interact with the children and encourage their involvement in activities.
5. Actively promote summer camping program and manage registration.
6. Recruit, train and equip a team of volunteers to assist in leading children's classes and groups, including but not limited to Sunday School, Kids For Christ, Worship & Wonder, Vacation Bible School, special events, retreats, camps etc. Meet regularly with this team to plan, coordinate and vision the wide array children's ministries.
7. Envision and plan, with the help of the Sr. Minister, for special family events, including but not limited to Movie / Game Nights, picnics etc. Provide regular service and mission opportunities for elementary grade students including but not limited to local community projects, church service projects, special item collections etc.
8. Facilitate training and appropriate observance of the Hillside Safe Sanctuary policy for all stakeholders.
9. Serve 1 week a month as Storyteller in Worship and Wonder.
10. Report on ministry to the Hillside Board of Directors & write weekly newsletter column

11. Participate worship leadership on a rotation with other staff & volunteers (10:30 service)
12. Have an outlook of abundance and growth, with an intentional focus on reaching beyond the church walls.
13. Work with all staff and volunteers to fulfill the vision and mission of the church.

Budget Authority:

This position will have its own budget, and a Ministry Fund in which to financially support the activities, education and faith formation of children. It is expected that financial resources will be managed with accuracy, prudence and accountability. Any unapproved budget overage will be the personal financial responsibility of the Children's Ministry Director.

Evaluation:

Evaluation will be on an ongoing basis through private conversations with the Sr. Minister. A more formal written evaluation will be completed once each year. Performance will be based on degree and quality of completing the job description plus any additional goals agreed upon at the beginning of the evaluation year. Compensation adjustments will be based on quality and quantity of work performed and the overall value that the individual brings to the ministry of Hillside Christian Church.

Conduct:

It is understood that every employee will make a good faith effort to conduct themselves in a friendly and professional manner always. Adherence to Hillside Personnel Policies is expected. Employee will be given the Hillside Personnel Policies and Employee Handbook.

Working Hours & Compensation:

1. Regular Sunday Hours are: 9:00 a.m. - 12:00 p.m. & 3:30 – 5:30 p.m.
2. Other office or work from home hours will be agreed upon with the Sr. Minister. The goal is to average 15 hours a week, recognizing that some weeks will be more and some will be less, due to the nature of the position. This is intended to be a flexible position that allows space for creativity, room for growth and opportunity for additional hours as the program grows.
3. Compensation to be \$15,000 a year, paid bimonthly on or near the 1st and 15th of the month.