



POSITION: Director of Kids Ministry (Infants – 5th Grade)
REPORTS TO: Lead Pastor
Hours: Full Time

POSITION SUMMARY:

Oversee the development of volunteer leaders, ensure that volunteers are trained and Child Protection Program approved. Recruit new volunteers and maintain volunteer serving schedules. Contact new volunteers to determine their best serving opportunity. Distribute finalized curriculum to staff and volunteers and ensure volunteer databases are managed. Recommend physical improvement of the rooms. Lead the weekly countdown meeting before each service to keep volunteers informed, and ensure rooms prepared and volunteers are in place. Track and analyze kids' attendance to understand growth patterns and to plan for the needs of the ministry. Prepare annual budgets, recruitment and development of volunteers, and the evaluation of the programming. Work on routine to mostly complex functions.

GENERAL EXPECTATIONS:

- Contribute to Crossroads Christian Fellowship's overall mission.
- Commit to pursue full devotion to Jesus Christ by passionately loving Jesus, ruthlessly eliminating ego, courageously living in grace and truth, unconditionally trusting God and selflessly extending compassion. Regularly attend weekend services, participating in serving opportunities, regularly contributing financially to Crossroads, and pursuing community. Understand that as an employee, I am accountable to the Elders.
- Champion the Matthew 18 relational conflict resolution process through personal teaching and modeling.
- Fulfill all of the requirements of the Heartland Community Church Personnel Policy Handbook.

ESSENTIAL FUNCTIONS:

Director of Kids Ministry Responsibilities:

1. Oversee the recruitment/development of volunteer leaders as they advance the mission of Crossroads Kids in each room. Action steps will include things, such as:
 - a. Identify, empower and release room leaders with the gifts of leadership, to lead volunteers in their rooms at each of the services in order to further develop their leadership giftedness.
 - b. Identify, recruit and direct volunteers to implement the Crossroads Kids program within Kids Church.
 - c. Monitor volunteers' serving satisfaction and effectiveness and provide constructive feedback to the volunteers for the purpose of their development.
 - d. Regularly meet with the volunteer leaders to communicate weekly programming and expectations. Train volunteer room leaders to lead the execution of the Crossroads Kids experience in Crossroads Kids Church at each of the weekend services offered.
2. Ensure that all volunteers are trained and Child Protection Program (CPP) approved. Action steps will include things, such as:
 - a. Lead new potential volunteers through the CPP process.
 - b. Ensure volunteers are scheduled and complete new volunteer basic training.
 - c. Develop and implement an ongoing training and development plan for small group leaders and up-front communicators to establish consistency and excellence in programming for the ministry.
 - d. Train, care for, and release volunteers into roles that match their giftedness by tracking their satisfaction and effectiveness in their serving roles.
3. Ensure that finalized curriculum is uploaded to Planning Center Services and Playlister for necessary staff and volunteers through weekly team emails including but not limited to small group questions, the host script, communication pieces and important ministry updates by the end of the day each Wednesday.
4. Ensure that the volunteer schedule for each room is managed by updating Crossroads Kids online schedule (Planning Center). Telephone, text message, and e-mail volunteers to fill substitute classroom needs each week.
5. Recommend physical improvement of the large and small rooms by requesting painting, decorating and improvement of the general aesthetics.
6. Prepare elements for the weekend, inputting elements into Playlister (*lyric and media presentation software*) and overseeing each experience.
7. Oversee the check-in, safety and security operations of Crossroads Kids on the weekends, including but not limited to responding to immediate needs such as, behavior issues, safety and security concerns, parental questions/concerns, production issues, medical/emergency issues, volunteer concerns/needs and others, as appropriate.
8. Ensure that volunteer data records are maintained and updated using the church management database (Planning Center People). Necessary information should include current contact information, serving roles and completion dates of training workshops and the CPP process.
9. Coordinate and lead a resource team for the assembling of Crossroads Kids Church small group activities by recruiting, scheduling and casting vision to volunteers.
10. Celebrate the work of God in volunteers' lives and in the ministry by actively working with the Crossroads Kids team to develop and implement enrichment events and an annual celebration strategy to honor all volunteers and help them feel appreciated.

11. Maintain and schedule the Child Care team for ministries to support parents to attend different events.
12. Plan and execute events such as Vacation Bible School, Family Meetup, Easter Egg Hunt on an annual basis.
13. Actively participate in weekly meetings, such as staff prayer, and others, as requested, in order to stay informed and to be inspired spiritually.

Weekend Responsibilities

14. Lead the weekly Team Time meeting before each weekend service in order to keep volunteers informed of current opportunities and needs within Crossroads Kids and Church and also to celebrate successes within the ministry.
15. Prepare the rooms, or ensure volunteers are in place to prepare the rooms with necessary teaching, small group and activity supplies for weekend services, in order to create an engaging and meaningful experience for every kid that attends.
16. Ensure that volunteers organize the rooms at the completion of the weekend services by returning all Crossroads Kids supplies to their designated storage spaces.
17. Ensure that each room is programmed in an age-appropriate way that reflects Crossroads's commitment to excellence.

Management Responsibilities:

18. Prepare budgets and manage expenditures within the approved budget throughout the fiscal year. Identify variances and make necessary changes.
19. Conduct regular feedback sessions and regular performance appraisals for team leaders in order to establish measurable goals and evaluate results.
20. Conduct individual and combined meetings with team leaders to keep each other informed of current and future activities and share ideas. Evaluate results of recent activities to identify best practices and make suggestions for enhanced effectiveness.
21. Provide regular trainings for the Kids Ministry Volunteer team.
22. Provide a regular status report to the Lead Pastor, highlighting accomplishments, major occurrences and issues. Make recommendations for changes or improvement and implement the changes as required.
23. * Track and analyze weekly Kids Church attendance by age group, using the church management database (Planning Center People), to understand growth patterns and to plan for growth and needs of the ministries.
24. Assist in the recruitment and ongoing development of Crossroads internship program.
25. Evaluate the programming plan on a quarterly basis, implementing changes or improvements when needed.

HIRING REQUIREMENTS:

1. Follower of Jesus Christ.
2. Demonstrated ability to build, motivate and supervise teams toward superior performance.
3. Demonstrated ability to utilize problem-solving skills.
4. Demonstrated ability to handle multiple tasks and manage time effectively under the pressure of time constraints.
5. Effective verbal and written communication skills.
6. Willingness to complete the CPP process.

**THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT AND REQUIREMENTS OF THIS JOB. IT IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS.

REVISED 12/27/2023

I acknowledge receipt of this job description and understand that I am responsible for knowing and performing the essential functions according to management standards.

Print Name: _____ Signature: _____

Date: _____