



Position Description for
Kids Ministry Coordinator

North Heights Vision: **Find Faith. Discover Purpose. Live Eternal Significance.**

Led by the Holy Spirit, North Heights equips all people to find faith in Jesus, discover their God-given purpose, and lead lives of eternal significance.

We are looking for staff to join us in this vision.

Title: – Kids Ministry Coordinator

Reports to: Director of Community Ministry

Employment Status: A Full-Time Position (would consider Part-Time for the right candidate)

4 Imperatives:

- Build and develop core team for kids ministry to help empower people in the ministry of serving and discipling kids.
- Create a safe welcoming environment where kids are valued, loved and safe.
- Provide opportunities for kids to do the things Jesus did.
- Create integration between Kids Events, K-8 Academy, Pre-School, Dance Academy, Karate and Kids Ministry.

Summary of Position: A position that oversees, develops, and supports the Kid's Ministries within North Heights Lutheran Church.

Minimum Qualifications: Education: 4-year bachelor's degree in related field is preferred. Experience in kids ministry will be considered in lieu of academic.

Duties/Areas of Responsibility:

- Lead children in a relationship with Jesus
- Create engaging environments, activities, camps and programming for children from Birth to 5th grade.
- Responsible for recruiting, training, and scheduling volunteers as well as staff within the kid's ministry.
- Organize & lead team meetings
- Lead and oversee all Kids' programming for Sundays & Wednesdays, VBS, First Communion classes, Bible classes, etc...
- Remain current in Christian Education programs and outreach by regularly attending seminars and relevant training opportunities

- Recruit, train, supervise and evaluate paid and volunteer staff with current job descriptions and Performance Reviews
- Prepares and submits a Kids Ministry budget to the Director of Administration within the prescribed time requirements
- Working Sunday mornings & Wednesday nights is required for most of the year
- Adhere to staff core values
- Adhere to the Constitution and Bylaws of North Heights
- Establish and manage measurable quarterly goals that are in alignment with our vision
- Performs other duties as assigned that further the vision of North Heights

Knowledge, Skills, and Abilities:

Required:

- Proficiency with Microsoft Office products such as Word & Excel
- Ability to effectively communicate verbally and in writing
- Proven ability to recruit, motivate, train and manage others, including non-staff leadership
- Belief that Jesus is the one and only Son of God and the only name that can save a human being. Be filled with the Holy Spirit and demonstrate the use of spiritual gifts.
- A good grasp of the Bible and a belief that the Bible is the inspired Word of God
- Proven success in ministry leadership and organizational skills significant to ministry growth.
- A zealous desire and ability to serve Christ and a passion to see others come to know Jesus and to make Him known
- Interpersonal skills that include listening, speaking truth in love, caring for other's growth and well-being, clarity of expectation, feedback, and encouragement
- Proficient in understanding child development, brain development and learning styles of children
- Commitment to the congregation and ministry of North Heights Lutheran Church

Outcomes required from this position:

Children are:

- Provided opportunities to know the Lord Jesus Christ as Savior and Lord
- Trained, equipped and provided opportunities to disciple others in compliance with the Great Commission given by our Lord Jesus Christ in Matthew 28
- Taught from the scriptures and provided with opportunities to understand the key doctrines of faith

Staff and Volunteers are:

- Trained, mentored and encouraged within their assigned responsibilities
- Awarded by knowing their purpose and significance in influencing the spiritual future of our children

Compensation

- Compensation is based on education, experience, ability, and availability

Benefits

- In accordance with North Heights policy and plan documents for a full-time employee:
 - 128 hrs. of PTO/Year
 - Health Insurance
 - Dental Insurance
 - Eye Insurance
 - Health Savings Account (HAS)
 - L T Disability
 - 403b Retirement