

# Summit Kids Director



## JOB OVERVIEW

The Summit Kids Director provides oversight for Summit Kids Ministry, being responsible for engaging the spiritual growth and development of children from infancy through 3<sup>rd</sup> grade. This includes involvement in curriculum selection, volunteer recruitment and development, along with classroom and operational management necessary to ensure a successful Summit Kids program. The Summit Kids Director is expected to partner with parents in the discipleship of their children, collaborating with the Family Ministry Team in pursuit of this goal. The Summit Kids Director will report to Pastor Chuck Zook.

## WORK SCHEDULE

This position is written for 30 hours each week. Maintaining a relationship with God and family is a high priority.

## GENERAL QUALIFICATIONS

### Character

- Be a biblically sound follower of Christ with personal integrity, maturity, and self-motivation in the fulfillment of work and ministry.
- Be a member in good standing and in full agreement with Missionary Church doctrinal principles and faith practices.

### Calling

- Affirm a ministry calling from God to serve children and their families.
- Desire and maintain active family participation in the life of Summit Church through worship, community, and service.

### Culture

- Have an understanding of what children and parents are currently facing in the world along with a vision to engage them and their families effectively in ministry.

### Competence

- Have post high school training in children's educational programming and/or in a relevant field of study (college degree preferred).
- Demonstrate competency in relational ministry, leadership development, team building, and biblical teaching, along with the ability to proactively handle small problems before they grow large.

### Chemistry

- Build strong working relationships with the Summit Church staff and its people, extending grace and being willing to work through conflict biblically.
- Actively promote unity between and support for all Summit Church ministries.
- Display accountability to the Lead Pastor and other leaders of Summit Church.

## **ADMINISTRATIVE RESPONSIBILITIES**

- Align Summit Kids Ministry through the purpose and process of Summit Church.
- Provide oversight and vision (scope and sequence) for all aspects of Summit Kids in order to lead children toward becoming fully devoted followers of Christ.
- Provide and delegate leadership of weekly programs and scheduled events for kids and their families (Sunday mornings, relational events, training seminars, etc).
- Recruit, build, and communicate to a strong cohesive team of volunteers to minister to children. This includes managing a rotating weekly schedule of over a hundred volunteers across multiple services.
- Implement and maintain policies and systems that promote the safety of children and volunteers during all programming.
- Create and manage a kids ministry calendar and annual budget with biblical stewardship.
- Develop an effective communication strategy with parents.

## **RELATIONAL RESPONSIBILITIES**

- Be available to connect and communicate with volunteers and parents when *they* are able. This job requires some flexibility.
- Seek, build, and advocate relational connections with our surrounding community by proactively engaging our area schools.
- Provide pastoral care to Summit Kids volunteers, children, and families of Summit Church. Kids ministry is parent ministry.
- Be responsible for biblically accurate, culturally relevant, and engaging teaching.
- Be familiar with current technologies, social media, etc., that are relevant to the modern student.

## **TEAM RESPONSIBILITIES**

- Be available for interaction and collaboration with the Summit Church staff in all areas of ministry and special projects or events. We work closely together as a team.
- Attend essential staff meetings in order to develop cross-ministry cooperation and advance communication between Summit Kids and the rest of the Summit Church staff.
- Meet bi-weekly with Pastor Chuck Zook for mentoring and development, as well as to report and inform on ministry progress.
- Use your spiritual gifts to the best of your God-given ability to lead people to follow Christ.

*The responsibilities listed above are intended to describe the general nature of this ministry opportunity and level of work to be performed by a person in this position. This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position.*

*Employees will be required to follow any other job-related instructions and to perform any other duties required by the Lead Pastor and/or his designee. Requirements are representative of minimum level of knowledge, skills, and/or aptitudes to perform each duty proficiently.*