



## **Faith Kids Director Curriculum & Administration**

**Reports to:** Faith Kids Senior Director/Pastor

**Classification:** Full-Time (40-50 hrs/per week)

**Exemption:** Exempt (Ministerial Employee – Not covered by FLSA overtime or minimum wage requirements)

### **Position Summary**

The Curriculum & Administration Director provides leadership and oversight for all curriculum and administrative functions of the Faith Bible Kids Ministry (birth through 6th grade). This role ensures excellence in curriculum preparation, distribution, and communication while maintaining the administrative infrastructure that supports a ministry of 500+ children. This position is designed to grow with employees. As the staff member becomes more effective and efficient in their duties, they're expected to deepen their expertise, take on additional responsibilities, and expand the role to better serve the organization.

### **Responsibilities**

In collaboration with the Faith Kids Team, the Faith Kids Director will:

#### **1. Curriculum Oversight**

- Read, edit, and prepare all children's ministry curriculum
- Lead and coordinate a team of staff and/or volunteers to support curriculum review and preparation
- Upload curriculum to the appropriate cloud-based service or computer systems
- Ensure all curriculum aligns with Faith Bible Church doctrine
- Integrate supplemental materials when necessary
- Conduct a yearly comparative review of current curriculum with emerging curriculum and resources

#### **2. Administrative Duties**

- Print and prepare ProPresenter and other presentation materials
- Oversee the distribution of teaching and activity materials to classrooms
- Manage ministry-wide communications
- Maintain and update ministry databases

### **3. Relational Engagement**

- Participate in regular face-to-face check-ins with non-staff ministry members and volunteers to encourage, support, and address concerns about experiences, events, and hospitality
- Build ongoing relationships with key volunteer leaders to strengthen retention and morale
- Actively engages in recruitment of new volunteers and potential team members

### **4. Team Participation**

- Serve on the Faith Kids Ministry team on Sunday mornings and carry out weekly duties Monday–Thursday in support of the ministry
- Attend staff meetings, planning sessions, and ministry events
- Perform additional duties as assigned to support the mission of Faith Bible Church
- Be competent to lead ministry activities in the absence of the Faith Kids Pastor

### **5. Church-Wide Engagement**

- Actively participate in key staff meetings and church-wide initiatives
- Collaborate with other ministry teams to promote unity and integration across church programs
- Support special events, holiday services, and outreach efforts involving children and families
- Engage in the Faith Bible Church community by attending Sunday worship services, small groups, and/or life groups

## **Skills**

- Strong organizational and administrative skills
- Competence with technology platforms (cloud-based storage, Mailchimp, ProPresenter, databases, etc)
- Ability to plan, manage, and execute multiple tasks simultaneously
- Attention to detail with a commitment to quality and doctrinal integrity

## **Attitudes & Personality**

- Passionate Christ-follower who is spiritually mature, humble, and teachable

- Fully aligned with Faith Bible Church's doctrinal statement, mission, vision, and values
- Team-oriented and flexible to meet ministry needs

### **Work Hours & Expectations**

- Full-time role with Sunday morning hours from 8:00 a.m.–1:00 p.m. as part of the Kids Ministry team.
- Weekly duties Monday–Thursday; flexibility required for ministry needs.

*All employees may be required to perform other duties or attend church events outside of their standard responsibilities as needed to support the church's mission and vision.*