

# KIDS' MINISTRY DIRECTOR

## PRICE CHAPEL JOB DESCRIPTION

**Overview:** The Kid's Ministry Director will advance our mission of finding and following Jesus together through overseeing ministry to children.

### Expectations and Skills

- Profess the Christian faith and affirm the mission and values of Price Chapel. Must be a member of Price Chapel or willing to become a member and uphold the commitments of church membership. Must agree to the Christian & Missionary Alliance statement of faith and perspective paper regarding Human Sexuality.
- Demonstrate a growing faith in Jesus.
- Excellent in both verbal and written communication skills.
- Knowledge and proficiency with Mac computers or proven track record of learning new computer systems quickly. Proficient with Pages, Numbers and Keynote programs.
- Knowledge and proficiency with general office equipment (phone system, copy machine, etc.).
- Ability and willingness to become a proficient user of the church management system is expected.
- Ability to lift at least 30 pounds and walk up and down stairs without assistance.
- Strong administrative, organizational, and time management skills.
- Ability to work in a positive, efficient, effective and independent manner, as well as in team-based settings.
- Ability to pass a background check.
- Good customer service and interpersonal skills.
- Creative thinker, open to new ideas and improving work processes and systems.
- Ability to maintain confidentiality and exercise discernment.
- Previous experience in ministry to children.
- Ability to build teams and delegate responsibility.

### Responsibilities

- Responsible for recruiting, training, and scheduling volunteers for Infants through 5th grade. Oversee the selection and implementation of curriculum.
- Be available from 9am-12:30pm every Sunday morning to oversee the Kid's Ministry and teach classes as need. Be gone no more than one Sunday a quarter.
- Develop and implement a plan for Kids' Ministry Check-In.
- Initiate a plan to add Kid's Ministry programs to the 9:30am service.
- Set direction, vision, and expectations for Kids' Ministry Volunteers.

- Prepare the Kids' Ministry budget. Exercise financial oversight of the ministry.
- Serve as the AWANA Commander. Be available from 6pm-8:30pm every Wednesday during the AWANA season (September-April).
- Responsible for recruiting, training, and scheduling AWANA volunteers.
- Communicate with parents. Provide resources for parents in order to equip them for family ministry.
- Provide Safe Place Training for Kids' Ministry Volunteers. Work with the Operations Manager to ensure that background checks are completed on all adult volunteers.
- Assist the Associate Pastor with Vacation Bible School in 2026. Assume responsibilities for overseeing Vacation Bible School starting in 2027.
- Responsible for maintaining safe and attractive Kids' Ministry classrooms.

### **Accountability**

The Kids' Ministry Directory will report directly to the Lead Pastor and will work in harmony with other church staff. The director will fill out a time card to record their hours. They will spend a few hours a week in the church office but will have a flexible schedule to work remotely.

### **Additional Information**

The position will be approximately 20 hours a week. Starting hourly range is \$17.00 - \$20.00 depending on education and experience. A monthly cell phone stipend is provided. Sunday mornings and Wednesday evenings are mandatory.

### **How To Apply**

E-mail Pastor Steve Swinburne at [steve@pricechapel.org](mailto:steve@pricechapel.org) in order to receive a job application.