

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 Director 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 in order to receive a job application.