

GRACE CHURCH SEATTLE

Job Description: Grace Kids Director
Summer 2019

Job Overview

Seeking a full-time team member to oversee ministry to children and their families for a vibrant, urban church in Seattle. The Director of Grace Kids will work in partnership with the Pastor of Children, Youth, and Families (PCYF) to develop and cast vision for the spiritual formation of children up through 5th grade. Working with the PCYF, the Director will be responsible for helping to disciple and equip parents to more effectively and faithfully shepherd their children. The Director will also work closely with lay leadership teams to create age-appropriate learning opportunities for children and to foster a strong inter-generational community within the congregation.

Background

Grace Church Seattle (graceseattle.org) is a gospel-centered and relationally deep church seeking to effectively and faithfully minister from the Capitol Hill neighborhood of Seattle. We have a Sunday worship attendance of ~200, in the beautiful yet spiritually challenging capital of the Pacific Northwest.

One of the central desires of our church is to raise children and youth of our congregation to become lifelong followers of Jesus who are able to relate their faith to every part of life. At the same time, we want our church to be a place that is accessible and hospitable to those who are not Christians. At present, we have approximately 100+ elementary school children connected to our church, with more babies arriving all the time.

Responsibilities & Expectations

Personal Spiritual Growth: Pursue a growing and deepening relationship with God and his people.

- Within the life of the congregation, pursue regular congregational worship and deep friendships.
- As part of a pastoral staff that follows a rule of life together, pursue daily prayer & Scripture study, Sabbath, confession, and spiritual direction.

Equipping Parents: Give parents tools and minister to them in ways that will positively impact the spiritual lives of children.

- Work with PCYF and pastoral staff to develop and implement spiritual formation resources for parenting and family life.
- Equip parents and other adults to shepherd and disciple children in the context of the spiritually challenging environment of Seattle. Help parents thoughtfully and faithfully navigate through issues like discipline, education, child development, and Christian ethics.

- Cultivate healthy inter-generational relationships between adults and the children of the congregation.

Culture Creator: Be the prime creator of a warm, welcoming, hospitable, and safe culture for children and their families.

- Be the “Face” of Grace Kids on Sunday morning—a central presence for welcoming families, answering questions, assisting volunteers, and directing traffic.
- Develop and implement appropriate signage, check-in/check-out procedures in support of the ministry philosophy.
- Provide clear, regular and timely communications via emails, parent forums, etc.

Ministry Leader: Be responsible for developing, implementing and evaluating quality classes and childcare for classroom and nursery environments.

- Cast vision for Grace Kids and lead volunteers in the direction of our vision.
- Evaluate curricula and teaching models and select and implement the ones that are the best fit for Grace.
- Recruit, train and evaluate lay teachers and caregivers.
- Schedule volunteers, perform background checks, and oversee paid nursery workers.
- Oversee the budget for Grace Kids.

Core competencies and requirements

- Gospel-centered Christian, exhibiting spiritual maturity and a hunger for continued growth.
- A lover of children and their personal & spiritual development.
- Expertise and experience in children’s ministry, with a track record of participating in and building flourishing teams.
- Able to effectively and faithfully minister to adults (parents and volunteers).
- A proven leader; one whom others trust and will follow. Operates with the highest level of discretion and confidentiality.
- Listens and communicates well with other staff members and congregants both verbally and in writing. Creates and fosters a team environment that is positive and productive.
- Takes personal responsibility to do the right thing, and persists in times of challenge or uncertainty.
- Adapts quickly to change and makes timely, thoughtful decisions while balancing multiple priorities and projects and meeting deadlines.
- Develops continuously. Persistently seeks opportunities to improve self and others.
- Achieves high quality and professional results. Understands what creates a healthy staff and is accountable to prioritize and deliver quality results. Anticipates obstacles and takes action to prevent or minimize their impact.
- Bachelor’s/Graduate degree in education or theological studies a plus.

Hours, Pay, Etc.

- 40-50 hours per week
- Salary TBD based on experience; health insurance and retirement included
- 4 weeks of paid vacation per year
- Works under the supervision of the PCYF and receives input from Grace Kids Advisory Team

Evaluations

6-month and annual reviews (360 evaluations)

Applications

To apply for this position, please email us (GraceKidsDirector@graceseattle.org). In your email, please provide brief answers (1-2 paragraphs per answer) to the following questions:

- How does the vision of this role tie in with your own ministry calling and views?
- Which aspect of the position best matches your current capability, prior experience and interest?