



CITY CHURCH EASTSIDE

City Kids Director Position

Description: City Church-Eastside's mission is "Joining God, as family on mission for the renewal of all things." To achieve this, the City Kids Director is responsible for the oversight and implementation of our children's ministry: City Kids. This begins with our infants and extends through our 5th graders, integrating our church's family vision of discipleship. The primary focus for the Director is that Sunday Morning City Kids runs smoothly, and our children are nurtured and nourished with God's truth and love. The position requires both a shepherding heart for our children and volunteers, interacting with both children and families. It also requires organization and planning to create a healthy learning environment. The Director will work directly with a Sunday Morning Coordinator to ensure the success of City Kids operations. This position reports directly to the Senior Pastor.

Hours: This is a Full Time position of 40 hours a week.

Salary: This position receives compensation of \$50,000 a year plus health care and retirement benefits

Responsibilities: The following is a list of areas that comprise the responsibilities that are rhythmic in practice:

1. **Vision and Strategy**

- Evaluate current practices and resources, develop growth strategies and recommendations, and use knowledge of nearby ministries to ensure City Kids is biblically based and gospel centered
- Promote a culture of ministry mindset and spiritual development around our kids instead of simply Sunday obligation or childcare
- Welcome and develop supportive relationships and communicate shared vision and news around curriculum, events, etc with parents/children, new/visiting families, and volunteers
- Create a Parents Advisory Board that will assist the Director in identifying the needs and creating vision and goals for City Kids
- Sufficiently communicate City Kids vision and goals through the City Kids section on our website

2. **Volunteer Coordination and Appreciation**

- Recruit, train, equip, oversee, and schedule volunteers for various City Kids ministry teams and special events; adapt systems to improve these as needed
- Work with other staff, namely our operations coordinator, to ensure City Kids is properly executed.

- Practice regular “ministry of presence” and relational care for volunteers; provide ongoing encouragement and best practices to volunteers (training materials, feedback, etc); build community amongst volunteers
- Provide ongoing appreciation for volunteers

3. **Curriculum and Children’s experience**

- Research, develop, edit, implement Gospel-centered kids curriculum and lessons for weekly and special services; prep and provide all teaching materials to volunteers
- Partner with parents in discipline efforts and development of their children; communicate with parents as necessary to resolve any behavioral issues, using these as opportunities to share the gospel with both our children and their parents.
- Create and maintain systems to ensure safe, organized, effective ministry practices through rosters, room changes, emergency planning, cleanliness, space management, volunteer cooperation with policies, etc

4. **Plan/Attend Regular Meetings & Special Events**

- Special Events (Camp Highland, Vision Dinner, Volunteer banquet, CCE parties)
- Staff meetings, pastor meetings, session meetings, Sunday school, weekly children’s ministry meetings, women’s staff meetings, monthly off site meetings; ministry related conferences and trainings
- Oversee and train hired caregivers; regularly visit classrooms for the purpose of evaluation

Qualities of the City Kid Director:

Prayerful—shepherds the children and families of City Church with prayer before God

Spiritual & Emotional Maturity—understands that being on staff at City Church is part of being in a family and will not only execute their responsibilities professionally, but will commit to growing emotionally and spiritually with other staff members. They are committed to the Christian faith and God’s church (engaged with the church beyond City Kids), living out the Gospel of Jesus Christ as an obedient, humble servant of Him.

Visionary: Sees their Director position as more than maintaining educational opportunities for children and families but an opportunity to disciple and spiritually nurture a whole church family.

Organized—has the skill set to organize details and people

Communicator-able to establish and maintain effective communication around operation and vision with church leadership, staff, volunteers, parents and children.

Learner/problem solver—can learn from mistakes and always willing to evaluate processes, with the goal of improvement

Forthrightness—has the ability to tackle tough conversations with volunteers and families as needed.

Job Skills and Requirements:

- a minimum of 2 years of leading a church-based children’s ministry
- proficiency or awareness with Apple-related products and programs
- past basic theological education or a willingness to learn
- past active membership and participation in a Gospel-centered church community
- willingness to become a member (and, if married, the spouse’s commitment) of a PCA-affiliated church with a commitment to its doctrinal standards
- successful completion of a background check

Applicants please email a cover letter and resume with the subject line reading "City Kids Director" to Catherine Godek at catherine@citychurcheastside.org.