

## **SRC KIDS MINISTRY DIRECTOR**

### **REPORTS TO:**

Executive Pastor

### **TEAM MEMBERSHIP:**

Leadership Team

### **GENERAL DESCRIPTION:**

The SRC Kids Ministry Director is a full-time position that serves the children and families of Spanish River Church alongside the leadership team and staff and supports the overall vision of Spanish River Church. The foundation behind the specific vision of SRC Kid is rooted in the two "greats"; the Great Commandment: to love others as yourself, and the Great Commission: Go and make disciples. With that in mind, the Director leads a dedicated team of staff and volunteers as they love and lead the next generation to Jesus so they can love and lead others to Jesus.

### **PRIMARY JOB FUNCTIONS INCLUDE (BUT NOT LIMITED TO):**

#### **Manage and Support all Children's Staff and Programs at SRC:**

- Set overall strategy and create a loving, joyful, magnetic creative culture for the entire SRC Kids department that is attractive to families in the Boca Raton community.
- Provide oversight and leadership for an immediate team of 7, a support staff of 5-7 members, and 200 +volunteers.
- Set the specific vision for all Children's programs by working with individual Program Coordinators.
- Conduct monthly Staff Meetings to maintain an overview of all programs and provide support for the staff.
- Conduct Individual Meetings regularly to mentor and encourage the staff.
- Supervise all Spiritual Educational Programs to maintain the integrity of the SRC Missions, including the purchase, development, or writing of curriculum.
- Develop Outreach Events and family events that serve the community inside and outside of SRC.

### **GENERAL MANAGEMENT:**

#### **Maintain the Department Budget, including:**

- Monitor expenses for the entire Children's Department.
- Work with the Finance Department, submitting and signing off on receipts and requesting checks, adhering to financial policy and procedure outlined in the Employee Handbook.
- Evaluate and create a budget yearly.

**Maintain all Management requirements as directed by HR, including:**

- Performance reviews, current job descriptions, any policy implementations, etc.

**Responsible for all upkeep and beautification of East and West Campus Education Buildings, Including:**

- Purchasing proposals, facility use plan, and vision for space.
- Purchasing and pricing of classroom furniture and educational supplies.
- Supervising the care and use of buildings by children's staff and maintenance staff.
- Work with Maintenance to ensure that all events scheduled within the eSpace scheduling program are carried out and executed accurately.
- Work with the Communications department to schedule event promotions and keep website information updated.
- Coordinate with other departments, including Family, Worship, and Outreach Pastors, to collaboratively minister to the body at SRC.

**Leadership Team Responsibilities:**

- Attend Baptism and Newcomers meetings on a regular basis, representing the Children's Ministry.
- Participate in all Staff Meetings and Staff Gatherings.
- Be available to participate in the Sunday Morning Worship Service by communicating from the Stage.
- Participate in the Worship Planning Team to support the vision for the Sunday Morning service.
- Participate in the Creative Team to support the vision for Marketing and Messaging of SRC.
- Leader Gatherings: Attend and support Senior Pastor and lead staff by attending all leader gatherings.
- Support Church Planters Retreat: Sign-up and serve as needed. At times you may be asked to host and teach a Children's Ministry session.
- Support Spanish River Christian School by building relationships and connecting families to Spanish River Church. Participate in Chapel Messages when asked.
- SRC Kids Sunday Morning Programs (includes all children birth to 5th grade)
- Set vision, supervise, and execute the comprehensive scope and sequence of the Sunday Morning Spiritual Educational Program.
- Lead and support Sunday morning team of 4-6 Staff Members and 40-50 Volunteers per week.
- Curriculum selection and Lesson Planning of Program materials.
- Develop Outreach events for Sunday Morning.
- Serve as the Main "Host" and initial touchpoint for all visiting families by being available in the lobby.
- Develop an assimilation strategy for integrating new families. Including working with IT to develop a check-in process and registration procedure.
- Develop and cultivate a culture that supports the vision for SRC Kids.

**Oversee all aspects of the volunteer culture, including:**

- Background checks and applications.
- Maintenance and update of the volunteer handbook.
- Volunteer Training procedures and programs.
- Develop and maintain safety and security procedures.
- Develop a site plan and process for the operation of Sunday morning Programs.
- Work with IT and Data teams to keep check-in systems and data current, along with evaluating the check-in process to ensure safety and user-friendliness for existing and new families.
- Oversee the Sunday Buddies program, which seeks to support children with disabilities.
- SRC Kids Club (Elementary kids mid-week club)
- Set vision, supervise, and execute the comprehensive scope and sequence of the Program.
- Collaborate with leaders in the planning and execution of these events.
- Step in and lead if needed, including lesson planning and teaching.
- Assist staff with logistics and budget oversight.
- Childcare and River Tots Weekly Programs.
- Set vision and curriculum alongside the program coordinator.
- Meet with the ministry leader and team to support, encourage and help guide strategically, as needed.
- Assist staff by helping with logistics, budget oversight, and any troubleshooting as needed.
- Make the final call for the hiring of any staff.

**Accountability:**

- Attend a regularly scheduled meeting with the executive pastor.
- Prepare a quarterly session report with ministry-wide news, stories, and updates. Attend weekly leader team meetings with pastoral staff and quarterly staff retreats.

**Experience Required:**

- Bachelor's Degree in Education or Ministry is desirable. Experience of 5 plus years working with children in a professional field would be beneficial. Management experience would be a plus.

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### QUALIFICATIONS REQUIRED:

- Demonstrated ability to develop, oversee, and coach both paid staff and volunteer teams.
- Able to handle conflict and de-escalate situations in an environment that is high energy and stressful at times.
- Provide support and oversight to the ministry of roughly 300 attendees during the week and 170-200 on Sundays, with a volunteer team totaling close to 100.
- Create a joyful and magnetic culture that grows our numerical reach and spiritual depth.
- Maintains confidentiality as appropriate and accountable with church resources.
- Understands and supports church theology, mission, and vision. Embrace ministry as a lifestyle.
- Has a personal, active, and growing relationship with Jesus Christ. Must be or become a Spanish River Church Member.
- Creative, energetic, warm, personable, and able to readily share the love of Jesus with children and their families. Strong management capabilities and the ability to deal with an extensive range of personalities. Able to balance family with work demands. Physically capable of managing and working in sustained activity.