

The Well, a United Methodist Church

Kid's Church Director

This position reports to the Children, Youth and Family Pastor
Status: Part-time, Non-exempt

SUMMARY: The position is responsible for supporting the Children, Youth and Family Pastor with programming, leadership, teaching, and activities in Kid's Ministry. Reports to the Children, Youth and Family Pastor. This a part-time position (approximately 6-8 hours/ week).

SPIRITUAL REQUIREMENTS:

- Maintains a relationship with Jesus Christ, engaging spiritual disciplines (both personal and corporate)
- Lives in a manner that exemplifies Christ and seeks purpose and meaning in all aspects of life
- Models the standards and expectations of Christian leadership, including positivity, professionalism, and confidentiality

ESSENTIAL FUNCTIONS:

- Be present to greet families and students as they arrive on Sunday mornings and at various events.
- The primary focus of this position is to help ensure that every child is greeted, encouraged, interacted with, and engaged in any program activity.
- Supports Kid's Church Leaders by preparing and setting up materials for lessons, events, crafts, and activities.
- Oversees the ministry of Kid's Church under the supervision of the Children, Youth, and Family Pastor.
- Communicates weekly with Kid's Ministry Leaders.
- Work as part of the Children's Ministry Team to plan and run Parent's Night Out (the 2nd Friday of every month).
- Understands, adheres, and aids in ensuring Safe Sanctuary policies in the Nursery Ministry and for all people who attend church.

Other Responsibilities

- Recognized as a leader, in alignment with and supportive of the purpose and core values of The Well.
- Works alongside the Children, Youth and Family Pastor to ensure that all Kid's Ministry volunteers are trained in Safe Sanctuary practices.
- Within budgetary guidelines, maintains supplies for crafts, snacks and equipment replacement for Kid's Ministry programming and events.
- Establishes a schedule for routine cleaning of toys and equipment.
- Provides inspirational/motivational notes, thank you gifts to Kid's Ministry Leaders.
 - Works to maintain/ update the Kid's Church Rooms and Hallway with the direction of the Children, Youth, and Family Pastor.
- Kids Church Specifications:
 - Sends weekly email updates to Kid's Ministry Volunteers
 - Maintains organization of the Kid's Ministry Curriculum, ensuring every Sunday all Kid's Ministry Leaders have the supplies they need.

- Welcomes the kids to Kid's Church, leads the welcome session of Kid's Church, is present as a support to all Kid's Ministry Leaders.

CORE COMPETENCIES

- *Organizing.* Can gather and organize resources (people, materials, funding, support) to get things done; uses resources effectively and efficiently.
- *Planning.* Accurately assess the length and difficulty of a project; sets objectives and goals; breaks down work into process steps; develops schedules and task/ people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- *Managing vision.* Articulates and supports the vision and mission of The Well; talks beyond the here and now to a larger sense of purpose; communicates a compelling and inspired vision for ministry; creates a compelling sense of possibility, hope, and optimism; helps others own the vision.
- *Managing conflict.* Deals with problems quickly and directly; steps up to conflict, seeing them as opportunities; reads situations quickly; focuses when listening; settles disputes collaboratively and equitably; finds common ground and gets cooperation.
- *Interpersonal relationships.* Relates well to and able to work with all kinds of people, inside and outside of the congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player.
- *Trust and integrity.* Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to appropriate and effective set of core values during good and bad times; acts in line with those values; practices what he or she preaches.

QUALIFICATIONS

- Must have a minimum of a High School Diploma.
- Strong interpersonal skills
- Strong leadership skills
- A heart of service
- Willingness to grow and try new things
- Flexible
- Exploring a passion for children and their families.
- Role model for children of all ages
- A growing Christian that feels comfortable sharing their faith with others.
- Creative artistic talents in music, drama and are a plus.

Rate of Compensation will be based upon experience, education and the work agreement of hours/week commitment.

ADDITIONAL INFORMATION

- A United Methodist background is not required, but the successful candidate must be in agreement with the standards, theology and policies of The Well.



Send letter of interest and resume to:

The Well, a UMC
Attn: Human Resources
P.O. Box 22
14770 Canada Ave. W.
Rosemount, MN 55068

Email letter of interest and resume to: offices@thewellmn.church