

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

P : 248-879-8533

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Position Title:	Kids Project Director
Department:	Kids Ministry
Campus:	Troy
Date:	April, 2021
Supervisor:	Troy Family Ministries Pastor
FSLA Status:	Salaried, Exempt

Position Profile:

The Kids Ministry Project Director serves as a member of the Kids Ministry Staff and is under the direction and leadership of the Family Ministries Pastor. Woodside Kids Ministry exists to partner with the family to help kids embrace an authentic relationship with Christ. This individual provides leadership and direction over resourcing kids and parents digitally and organizational skills to manage projects.

Skill Set:

- Able to multi-task and plan-ahead in a dynamic environment, anticipating future events
- Able to innovate and process new ways of accomplishing tasks
- Team player who can organize and manage the weekly digital resources for Kids Ministry
- Teachable and humble in spirit; desiring to grow spiritually and professionally
- Proficient in systems and related technology including Social media, Ministry Platform, Office 365, Teams, and future identified platforms

Competencies:

- Problem Solving and Analysis
- Project Management
- Teamwork
- Adaptability/Flexibility
- Following Policies and Procedures
- Using Computers and Technology
- Accepting Responsibility
- Adaptability/Flexibility
- Following Policies and Procedures
- Integrity/Ethics
- Interacting with People at Different Levels
- Interpersonal Skills
- Maintaining Objectivity
- Serving Others

Experience Qualifications:

- Committed to personal spiritual health, a strong marriage and family
- Have good character and reputation
- Be motivated to see the church partner with parents effectively to raise strong Godly families
- Be a regular attender and member of Woodside Bible Church Troy
- Previous Kids Ministry experience is a must
- Proficiency in digital resourcing

Duties and Responsibilities:

- Participates as part of the Woodside Kids Ministry Team to dream, design, and evaluate the implementation of Woodside Kids vision and strategy, both in person and digital
- Coordinate communication between Kids Ministry initiatives and Mar/Comm department
- Develop and design the parent weekly email and all parent communication
- Oversees and manages the digital worship experience for Kids Ministry; preschool and elementary
- Build, execute and maintain the Social Media strategy for Woodside Kids
- Attends regular Troy Kids Ministry Staff Meetings
- Serves on Sunday ministry team in rotation to support 5th Sunday
- Remains current with kids and family ministry trends
- Provides support in the planning of all activities, including family mission trips, summer outreach, trainings, Milestone events, baptism, and other activities within Woodside Kids Ministry
- Coordinates and supports the Family Pastor's schedule, managing time to complete projects and meet deadlines

Spiritual Responsibilities:

Ensures that all actions performed within the context of this job position accomplishes and furthers the mission, vision and values of Woodside Bible Church (Belong, Grow, Reach).

Incumbent is a member in good standing of Woodside Bible Church and actively engages in Life Groups, attending (any Campus), giving, serving, and praying for the church body.

Incumbent adheres to the Statement of Faith as established and approved by Woodside Bible Church.

Disclaimers:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED REVIEWED BY		DATE	
APPROVED BY		DATE	

