

# JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

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<b>Position Title:</b>	Kids Ministry Lead Director, Troy Campus, Hub Leader
<b>Department:</b>	Kids Ministry
<b>Campus:</b>	Troy Campus
<b>Date:</b>	12/1/2019
<b>Supervisor:</b>	Executive Pastor, Troy Campus
<b>FSLA Status:</b>	Exempt

## Position Profile:

Woodside Kids Director, Troy Campus, Hub Leader serves as a member of Campus Staff and is under the direction and leadership of the Executive Pastor. Woodside Kids Ministry Director exists to partner with parents to help kids discover and embrace a relationship with Jesus Christ for a lifetime and to fulfill the purpose, mission, and values of the church.

## Skill Set:

- **Influencer and motivator:** Able to cast vision and inspire people around the Woodside Kids Ministry vision / strategy. Personality: Outgoing, relational, friendly and positive
- **Strong leader:** Ability to recruit, build, lead and maintain teams
- **Industrious:** Self-motivated, hardworking, organized and able to manage projects in a timely manner
- **Teachable:** Able to work as part of a team with other campus staff and multisite Kids Directors
- **Passionate:** Lead with a passion for families and relate well with volunteers, kids and parents
- **Tech Proficient:** Ability to learn database and information systems to access approved curriculum

## Competencies:

- Adaptability/Flexibility
- Following Policies and Procedures
- Know Your Sheep
- Teaching
- Using Computers and Technology
- Budgets/Cost Control
- Inspiring and Motivating Others
- Integrity/Ethics
- Interpersonal Skills
- Managing Across Departments/Locations
- Prioritizing and Organizing Work
- Servant Leadership
- Team Leadership
- Teamwork

## Experience Qualifications:

- Bachelor's degree recommended and 2+ years' experience working with Kids Ministry
- Good character and reputation with a commitment to spiritual health

- Motivated to build and maintain healthy volunteer teams and see the church effectively partner with parents to raise godly families
- For local or internal candidates:
  - Regular attender and member of Woodside Bible Church
  - Mandatory previous Kids Ministry experience, minimally having served in Woodside Kids Ministry and understand the essence of Woodside Kids Ministry

## Duties and Responsibilities:

- Lead the Woodside Kids Ministry to instill in kids a deep love for Jesus and his church, as we equip parents to be their primary spiritual influencers
- Recruit, coach and retain large volunteer teams throughout the year
- Lead the Woodside Kids Ministry under the established vision and strategy
- Implement and execute the Kids Ministry DNA in the context of the Campus \*See Ministry DNA
  
- **Relational:**
  - Develop relationships with volunteers, parents, kids, the church family and surrounding local community
  - Provide congregational care (hospital visits/funerals/counseling/on call) for volunteers and kids in the ministry and their families when needed
- **Administrative:**
  - Oversee campus budget for Woodside Kids
  - Manage the ongoing schedule of volunteers and maintain a proficiency in the database
- **Personal:**
  - Does not miss more than 3 Sundays per calendar year \*For full time directors
  - Active involvement in a Woodside Life Group and regularly attends weekend worship gathering

## HUB Leader:

- Direct report to Campus Pastor with a dotted line to the Central Ministry Director and participates in any meetings specific to the Ministry Hub role.
- Assists the Central Ministry Director by:
  - Observing and evaluating Ministry DNA.
  - Collaborating and executing alongside the Central Ministry Director and ministry HUB team on any other tasks that would support the growth and health of the ministry.
- Collaborating with the HUB Ministry team by providing leadership, encouragement and support to the determined Campus Directors within their HUB by:
  - Serving as their resourcing Ministry leader and coach, which involves monthly one-on-ones and suggested goal setting through EDGE.
- Serves as a HUB Ministry team member to resource and support their assigned Campus Ministry Directors and act as their liaison to ensure open and consistent communication lines.

## Campus Additional Responsibilities:

- **Midweek Ministry:** Oversee, recruit, and lead midweek programming (Midtown)
- **Upward Basketball:** Oversee, support volunteer leaders, ensure CPP is followed
- **Manage WK Staff:** Oversee, train, lead multiple WK staff members
- **CORE Team Member:** Participate in weekly meetings, support leadership initiatives

## Spiritual Responsibilities:

- Ensure 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 adheres to the Statement of Faith as established and approved by Woodside Bible Church.
- Incumbent is a member in good standing, participates in praying, giving, serving, worshiping and attends special events as an active member of the church.

**Disclaimers:**

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

<b>PROPOSED   REVIEWED BY</b>		<b>DATE</b>	
<b>APPROVED BY</b>		<b>DATE</b>	

