

# JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

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<b>Position Title:</b>	Leadership Development Director
<b>Department:</b>	Kids Ministry
<b>Campus:</b>	Troy
<b>Date:</b>	6-2022
<b>Supervisor:</b>	Kids Ministry Lead Director
<b>FSLA Status:</b>	Salaried, Exempt

## Position Profile:

The Kids Ministry Leadership Development Director serves as a member of Kids Ministry team at the Troy campus and is under the direction and leadership of the Kids Ministry Lead Director. Woodside Kids Ministry 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. The role of the Leadership Development Director is to equip and empower all Kids Ministry volunteers at the Troy campus in collaboration with the Kids Ministry team.

## Skill Set:

- Able to work as part of a team with other campus staff and multi-site Kids Directors.
- Outgoing, relational, friendly, and positive
- Self-motivated, hardworking, organized, and able to manage projects in a timely manner
- Leads with a passion for families and relates well with volunteers, kids, and parents

## Competencies:

- Adaptability/Flexibility
- Building and Supporting Teams
- Delegating Responsibility
- Demonstrating Initiative
- Following Policies and Procedures
- Integrity/Ethics
- Interpersonal Skills
- Know Your Sheep
- Maintaining Work/Life Boundaries
- Managing Resources
- Servant Leadership
- Teaching
- Teamwork
- Using Computers and Technology

## Experience Qualifications:

- Associates degree recommended, as well as 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

## Duties and Responsibilities:

- Assists the Kids Ministry Lead Director in the implementation and execution of the Kids Ministry DNA in the context of the Campus \*See Ministry DNA
- Assists the Kids Ministry Lead Director to instill in kids a deep love for Jesus and his church, as we empower leaders to spiritually invest in their lives, equipping parents to be their primary spiritual influencers
- Participates as part of the Kids Ministry team at the Troy campus to dream, design, and evaluate the implementation of Woodside Kids vision and strategy
- Works collaboratively with the Troy Kids Ministry team, while receiving direction from the Kids Ministry Lead Director regarding the overall vision of the ministry and the volunteer culture
- Actively recruits, coaches, trains, weekly communicates, and schedules volunteer teams throughout the year for Sunday morning ministry in conjunction and collaboration with the other Kids Development Director and the Kids Ministry team at large

- Develops systems that streamline and align our volunteer processes. This includes but is not limited to trainings, weekly communication, and onboarding
- Follows Child Protection Policy procedures, ensuring all volunteers are members, CPP, and when necessary, have gone through the additional Ministry Safe trainings
- Creates and maintains a pipeline of volunteers that could be moved along as full-time leaders or available to help with growth, callouts, etc.
- Develops relationships with volunteers, parents, kids, the church family, and surrounding local community
- Regularly meets with the Kids Ministry Lead Director
- Attends, engages, and contributes to the weekly Kids Ministry team meetings
- Maintains a proficiency in the database and necessary systems to work with Woodside departments holistically and to best serve the Kids Ministry team
- Participates in three Upward gamedays during the Upward season (Jan-March)
- Participates in the planning, implementation, and execution of FLIP Kids Day Camp (June)
- Participates in the planning, implementation, and execution of Camp Woodside (August)
- Participates in the planning, implementation, and execution of large-scale Woodside Troy events (e.g., Trunk or Treat, Nativity, Picnic, etc.) as needed
- Participates, contributes, and executes roles for large-scale all Woodside events (e.g., Annual Celebration), as directed per Woodside Executive and Central leadership, in conjunction with Troy campus leadership
- Attends, engages, and contributes to the monthly Woodside Kids Ministry staff meetings
- Assists with tasks pertaining to the large-scale Family Ministry initiatives, as needed and/or desired
- Does not miss more than four Sundays per calendar year

### 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)
- Adheres to the Statement of Faith as established and approved by Woodside Bible Church
- Committed to being a member in good standing of Woodside Bible Church. Actively engaged in Life Groups, attending (Troy campus), worshiping, giving, serving, and praying for the church body

### Staff Core Values:

Agree to be in alignment and uphold the core values established for all of Woodside’s staff members:

- **Committed:** We model faithfulness to our church family through commitment to worship gatherings, Life Groups, serving, giving, and evangelism
- **Collaborative:** As one church family across many communities, we prioritize collaboration over speed and value the success of other campuses and teams as much as our own
- **Generous:** As a reflection of the generous nature of God, we live generously with our time, talent, and treasure
- **Gracious:** We know that no one is perfect (including us), so we give the same grace we’ve received to the people we work for and with
- **Positive:** In light of all God’s done for us, we choose gratitude and assume the best of others, creating an uplifting place to serve
- **Productive:** Seen or unseen, we do great work with a heart of worship

### Disclaimers:

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

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PROPOSED | REVIEWED BY

DATE

APPROVED BY

DATE

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