

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

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Position Title:	Kids Ministry Director
Department:	Kids
Campus:	Plymouth
Date:	October 2022
Supervisor:	Campus Pastor
FSLA Status:	Exempt

Position Profile:

The Woodside Kids Ministry Director serves as a member of Plymouth campus staff and is under the direction and leadership of the Campus Pastor. The 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 vision and strategy. Personality should be outgoing, relational, friendly, and positive
- **Leader of leaders:** Ability to recruit, build, lead, and multiply teams of volunteers
- **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:** Leads with a passion for families; relating well with volunteers, kids, and parents
- **Tech Proficient:** Ability to learn database and information systems to access approved curriculum

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:

- Bachelor's degree recommended in addition to 2+ years' experience working with kids' ministry
- Character matches that of 1 Timothy 3:8-13 and embraces 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 understands the essence of Woodside Kids Ministry

Duties and Responsibilities:

- Leads 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
- Recruits, coaches, and retains large volunteer teams throughout the year

- Leads the Woodside Kids Ministry under the established vision and strategy
- Implements and executes the Kids Ministry DNA in the context of the campus *See Ministry DNA
- **Relational:**
 - Develops relationships with volunteers, parents, kids, the church family, and surrounding local community
 - Provides congregational care (hospital visits/funerals/counseling/on call) for volunteers and kids in the ministry and their families when needed
- **Administrative:**
 - Oversees campus budget for Woodside Kids
 - Manages the ongoing schedule of volunteers and maintains a proficiency in the database
- **Personal:**
 - Participates in one Sunday morning worship gatherings at least 3 times per month
 - Active involvement in a Woodside Life Group

Campus Additional Responsibilities:

- **Staff Meetings:** Participates in weekly campus staff meetings
- **Campus Outreach:** Helps the campus staff plan, lead, and execute outreach events to the community
- Additional responsibilities as determined by Campus Pastor

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 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

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.

PROPOSED REVIEWED BY		DATE	
APPROVED BY		DATE	