



Kids Ministry Director - Jamestown Harbor Church

Position Description (Full-time)

MISSION

The Jamestown Harbor Kids Ministry Director will help people find their way back to God by providing direct leadership of weekly Children's Ministries at Jamestown Harbor Church.

Position Grade: Full-time/Salary/Exempt

Ministry Team: Jamestown Harbor Staff – Ministry Leadership Team

Reporting Relationship: Jamestown Harbor Pastor of Discipleship & Care

The Jamestown Harbor Kids Ministry Director serves as a member of the Jamestown Harbor staff and is responsible for the following:

1. Recruitment, coaching & leadership of Kids Ministry volunteer teams.
2. Oversight of Sunday morning Kids Ministries programming.
3. Oversight the implementation of all Kids Ministry policies and procedures.
4. Oversee the communication and connection with parents.
5. Connecting ministry to the Harbor Churches Kids ministries team.

LEADING VOLUNTEERS

The Kids Ministry Director provides oversight and is responsible for recruiting and leading adult volunteers.

- Result #1:** The Kids Ministry Director has met regularly with the Pastor of Discipleship & Care in order to collaborate.
- Result #2:** The Kids Ministry Director has developed and lead a volunteer recruitment process that has resulted in enough volunteers to maintain a healthy ratio of adults/youth to child at ministry programs and gatherings by September 1st of each ministry year.
- Result #3:** The Kids Ministry Director has ensured every volunteer has a results-based job description outlining a clear path to success.
- Result #4:** The Kids Ministry Director has developed and lead a training and equipping strategy that has equipped volunteers to thrive in their unique roles.
- Result #5:** The Kids Ministry Director has led regular team meetings with volunteers to build community and collaboration including at least one opportunity each week to meet one-on-one with a volunteer.

CHILDREN'S MINISTRIES PROGRAMMING

The Kids Ministry Director designs and oversees all ministry programming.

- Result #6:** The Kids Ministry Director has selected and implemented all aspects of curriculum for the Kids Ministries, in collaboration with the values and best practices of Harbor Churches.
- Result #7:** The Kids Ministry Director has ensured that parents have had an excellent and warm experience with Harbor Kids Ministry.
- Result #8:** The Kids Ministry Director has ensured there are enough volunteers to implement Children's Ministries on Sunday mornings, including team leaders and coaches.
- Result #9:** The Kids Ministry Director has implemented a leadership development program for children

(KidLead, etc.)

POLICIES AND PROCEDURES

The Kids Ministry Director ensures all policies and procedures are implemented

- Result #10:** The Kids Ministry Director has ensured that all kids programming is safe, clean and well-ordered.
- Result #11:** The Kids Ministry Director has overseen and evaluated all Kids Ministries policies and procedures at least once per year and made revisions as necessary.
- Result #12:** The Kids Ministry Director has provided training for all policies and procedures for all Kids Ministries volunteers.

PARENTS & COMMUNICATION

The Kids Ministry Director is the primary point of connection and communication to parents of children in the church.

- Result #13:** The Kids Ministry Director has communicated regularly with parents in the church providing them information in a timely manner for all upcoming ministry opportunities.
- Result #14:** The Kids Ministry Director has explored ways to develop partnership and resources with parents.
- Result #15:** The Kids Ministry Director has followed up with parents who reach out personally, on the phone, or via text or email within 24 hours.
- Result #16:** The Kids Ministry Director has overseen and implemented all aspects of communication for Jamestown Harbor Kids. This will leave parents feeling informed, connected and excited about the Children's Ministries.

HARBOR CHURCHES

The Kids Ministry Director connects the campus ministry to the overall Harbor Churches children's ministry strategy.

- Result #17:** The Kids Ministry Director has attended collaborative children's ministry meetings as requested.
- Result #18:** The Kids Ministry Director has assisted in the development of new Kids Ministry as needed at new campuses.

WORKING RELATIONSHIPS

- Reports to Jamestown Harbor Pastor of Discipleship & Care,
- Works alongside of other Jamestown Harbor staff members.
- Provides direction and oversight for volunteers serving in areas of responsibility.

QUALIFICATIONS

Minimum requirements for the position include:

- A working knowledge of children's ministries
- A strong desire to lead/shepherd and empower volunteers in the spiritual formation of children
- Demonstrated ability to recruit and lead volunteers towards accomplishment of goals.
- Ability to organize ministry and lead others to engage in its leadership
- organizational and interpersonal skills.

Sunday mornings are considered a workday for this position. As with all church staff positions, the Kids Ministry Director must have a growing relationship with Jesus Christ, an active prayer life, and a servant's heart.

Thank you for your interest in employment opportunities at Harbor Churches. To apply for the position, please use the information below. If you have questions about specific positions or the application process, please email Harbor Churches Human Resources at hr@harborchurches.org.

Please copy and paste this web address in your browser https://harborchurches.formstack.com/forms/employment_application