

Rock Prairie Church
Director of Kid's Ministries

The Director of Kid's Ministries is responsible for overseeing the weekly programming for kids birth-5th grade. They will also come alongside the Family Pastor to equip families as they disciple their kids toward a lifelong faith. This position is 24 hours a week. The Director of Kid's Ministry reports to the Family Pastor.

Primary Responsibilities:

1. Kid's Ministry Programing

- Work with Family Pastor in choosing or developing curriculum for Rock Prairie Kids
- Gather supplies and prepare curriculum for weekly programs.
- Order and restock the kids ministry resource room
- Make sure classrooms are prepared for Sunday mornings.
- Clean up and reset classrooms for the following week
- Weekly parent communication keeping them involved with ministry events and discipleship opportunities from that week's Sunday school lesson.
- Plan and coordinate special activities and service opportunities that help kids connect with the vision of Rock Prairie Families
- Oversee the kid check-in systems
- Participate in (or delegate) and promote summer camp

2. Volunteers

- Recruit, on board, and maintain volunteers for ministry programs.
- Submit background checks for volunteers
- Schedule volunteers to serve in each classroom through *Services* app
- Develop potential leaders and teachers
- Work with Family Pastor to plan and host quarterly training for kids ministry volunteers. Responsible for kid's ministry training material
- Coordinate with life group leaders to staff kids Foundation Hour
- Train and equip life groups participating in kids Foundation Hour
- Weekly communication to equip volunteers for Sunday school

3. Administrative Duties and General Expectations

- Work with Family Pastor to develop and implement procedures and expectations in kids ministry
- Attend all scheduled staff meetings.
- Attend and participate in Sunday morning worship services
- Develop and oversee the kid's ministry budget
- Other duties as required by Family Pastor

Qualifications:

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- 3-5 years children's ministry experience desired.
- Commitment to equipping parents to disciple their children
- Outgoing.
- Self Starter who works well with a team
- Organized excellent communication skills
- Has a heart and passion for children to know and love the Lord.
- Able to be in office 2-3 days a week
- Complies with a background check.