

Position Description

WellSpring Christian Church

Associate Kids Minister

Purpose of WellSpring Christian Church

To help people follow Jesus.

Goal for WellSpring Staff

A team that is good at what they do, loves what they do, and loves the people they are doing it with.

Purpose of the role

To create a safe and fun environment for kids to connect with other kids, with trusted volunteers, and with God.

Principle Function

A committed staff member who partners with Kids Minister to oversee and develop an intentional Kids Ministry where all kids can connect and grow.

Role Level

Team Member; Reports to Kids Minister

Competencies

All Team Members should:

- **Be a spiritually mature follower of Jesus who believes he/she has been called to serve the local church.**
- **Demonstrate Godly principles and practices.** Participate in spiritual disciplines to stay connected to Jesus including but not limited to attending Sunday morning worship, tithing, being in a group, and volunteering in an area outside of your staff responsibilities.
- **Communication.** Communicate well in both writing and speech across multiple organizational levels.
- **Use technology effectively.** Use core technology systems and program used by the church (including but not limited to Microsoft Office and Planning Center).
- **Execute ministry.** Perform the most basic forms of ministry within your ministry context/area.
- **Manage work effectively.** This person must be able to make steady progress on long-term goals while simultaneously managing various short-term concerns. Must effectively manage the tensions between “urgent” & “important” tasks & relationships. Possess the ability to function at a high level of effectiveness and calm in stressful situations.

The following competencies are specific to this role:

- **Education.** A bachelor's degree (Bible or Theology) from accredited college / university preferred.
- **Ministry Leadership.** Ability to lead and develop ministry teams. Ability to foster spiritual growth. Ability to teach the Bible in a relevant manner.
- **Relational Skills.** Exceptional interpersonal skills, demonstrating empathy, compassion, and the ability to build strong relationships with diverse individuals and groups. The ability to foster unity even through conflict and disagreements.
- **Self-Motivated.** Ability to work without supervision, dependable and consistent in quality of work.
- **Servant's Heart.** Ability to maintain a good attitude in difficult situations, work under pressure, and manage, teach, and disciple a team of volunteers.

Responsibilities

This person is responsible for:

- Attending and participating in regular scheduled staff and pastoral team meetings.
- Following Financial Team guidelines and working within the ministry area's approved budget.
- Meeting with Kids Team monthly to brainstorm ways to continue accomplishing ministry goals, in addition to identifying weak areas within the ministry.
- Ensuring that all Sunday components are prepared weekly, including curriculum, scheduling, and classroom spaces.
- Actively participating in Sunday services, willing to teach in any Kids class or respond to any needs that may arise, in addition to prioritizing regular adult service attendance.
- Being attuned to pastoral care needs of families in the ministry, working to connect with kids and parents and walking alongside them, as well as being on the regular on-call schedule.
- Meeting with Kids' ministry volunteers regularly, checking in on both personal needs and needs within serving, and leading volunteer communication on ministry needs and changes.
- Coordinating recruitment and onboarding processes for prospective Kids volunteers.
- Coordinating guest assimilation process for new kids.
- Assisting in the planning and implementation of the annual Kids' calendar
- Collaborating with Kids Minister in finding new and creative ways to meet the various additional needs of the kids in the ministry.
- Understanding the importance of multigenerational ministry and seeking to find new and creative ways to bridge gaps between ministries.

Hours/Compensation/Benefits

- Full Time: 50 hours per week: including time to attend a worship service and participate in a group.
- Pay Range: to be discussed upon inquiry; based upon experience.
- Benefits: Retirement, Paid vacation, sick time, ministry time away and holiday time off and additional benefits.