



Kids Ministry Director Job Description

Job Title: Kids Ministry Director

Statement of Purpose:

The Kids Ministry Director is responsible for the development and implementation of the vision, strategy, weekend programming and all other activities related to Kids Ministry at Bible Christian Church. Specifically, the Kids Ministry Director is responsible for weekend services, VBS, and Childcare.

Reporting Relationship:

Reports to Executive Pastor

Minimum Qualifications:

Bachelor's Degree preferred, or experience in a related area.

Responsibilities:

CORE DUTIES:

- Recruit, train and develop volunteers and leaders in Kids Min
- Be a developer more than a doer
- Champion the vision of Kids Min
- Plan and execute engaging weekend programming in Kids Min ensuring Sundays are something that kids look forward to every week
- Plan and execute exciting events or activities for Kids Min throughout the year
- Develop processes necessary for effective operations (e.g.: check-in, background checks, etc.)
- Coordinate family events/camps throughout the year for kids and parents
- Set and manage the annual Kids Min budget alongside the Executive Pastor

ADMINISTRATIVE DUTIES:

- Oversee the selection and implementation of curriculum
- Develop communication plan to keep staff, volunteers and parents informed
- Schedule all weekend volunteers on PCO at least 2 months in advance and check in often to confirm availability
- Manage communications between ministries that interact with Kids Min
- Develop and implement all safety and security processes in conjunction with the safety team and security policies of BCC

PERSONAL DUTIES:

- Fully embrace the vision, mission and statement of faith of BCC
- Attend weekly staff meetings and all church events as part of the staff team
- Agree to and adhere to the BCC Personnel Handbook
- Whatever it takes to accomplish the vision and mission of BCC