

CHARTER OAK CHURCH
JOB DESCRIPTION
Director of Kids Ministry – Frye Farm
(Associate Staff – Full Time)

The role of the Director of Kids Ministry serves under the direction of the Campus Executive Director to be the champion and leader of Kids Ministry by overseeing and influencing.

The Director of Kids Ministry is responsible for:

1. Modeling Biblical Priorities

Upholding Biblical priorities and the staff core values. The Director of Kids Ministry should represent a growing personal relationship with Jesus. The Director of Kids Ministry models a strong relationship with his or her spouse (if married) and children (if applicable). The Director of Kids Ministry strives to fulfill his or her purpose in life and ministry while demonstrating integrity in words, relationships, and actions. These objectives are accomplished by:

- Committing to daily prayer, Bible study, and weekly corporate worship.
- Participating in a small group on a regular basis.
- Being a disciple maker by investing and loving unchurched neighbors.
- Giving generously to the work of God at Charter Oak Church.
- Joining a team that seeks to alleviate poverty locally, nationally, or internationally.
- Setting appropriate boundaries to protect character and integrity.
- Adhering to and encompassing the qualities and characteristics required of Charter Oak Church employees, as defined by the Staff Handbook.

2. Strategic Leadership and Planning

Serves on the Frye Farm Team to fulfill Charter Oak Church's vision, mission, and convictions. This leadership will be provided by:

- Participating fully in the leadership and planning of the Frye Farm Campus.
- Providing the Frye Farm Team with up-to-date data and calendar initiatives for kids' ministries.
- Collaborating with the Director of Student Ministry on key cross functional planning, calendars, trainings, and strategic planning.
- Fulfilling initiatives of the Campus Pastor Team and Campus Team by developing and implementing all actionable strategic plans and creative strategies within kids' ministry.
- Identifying and empowering leaders who will build volunteer teams to integrate new people into the life of the church.
- Fulfilling other duties as assigned by the Campus Executive Director.

3. Champion of Kids Ministry

Serves as the key leader of the Kids Ministry team to fulfill Charter Oak Church's vision, mission, and convictions. This leadership will be provided by:

- Leading and participating in team meetings.
- Collaborating with the teams to develop milestones and celebrations.
- Developing the Kids Ministry yearly calendar.
- Holding team members accountable to their roles and responsibilities.
- Recruiting and developing volunteers.
- Equipping, training, and deploying team leaders and volunteers.
- Scheduling and leading the weekday Resource Supply Team and weekend Teaching Teams.

- Coordinating with the Office Administrator on all Kids Ministry administrative duties such as printing, social media, and supply team.
- Selecting weekly activities from the curriculum.
- Organizing Kids Ministry baptism gifts.
- Managing, with the Early Childhood Coordinator, a successful transition from pre-school to kindergarten.
- Managing, with the Director of Student Ministry, a successful transition to Student Ministry.
- Overseeing community outreach with the Director of Outreach.
- Working with facilities to maintain the Sensory Room Bubble Tube and Kids Ministry set up.
- Supervising the Early Childhood Coordinator to implement the nursery and pre-school environments.
- Planning and managing of all budgeted expenses of the Kids and Pre-K Ministries.

4. **Champion of the Nursery and Pre-K Environments**

Serves as the key leader of the Nursery and Pre-K team to provide a welcoming and safe environment to the children and families by:

- Collaborating with the teams to develop milestones and celebrations.
- Recruiting and developing of volunteers.
- Equipping, training, and deploying team leaders and volunteers.
- Leading and participating in team meetings.
- Organizing baby baptism gifts.
- Managing a successful transition from pre-school to kindergarten.
- Scheduling and leading the Nursery and Pre-K volunteers.
- Holding team members accountable to their roles and responsibilities.
- Planning of all needed budgeted expenses of the Nursery and Pre-K Ministries.
- Selecting of weekly activities from the curriculum.
- Providing training and development to all volunteers.
- Managing the Nursery and Pre-K environments.
- Overseeing the cleanliness of all rooms and toys; and notifying facilities when needed.
- Welcoming all new families and current families with a passionate excitement of children.