

Kid's Ministry Director

Ministry: Warehouse Kids

Reports to: Executive Director

Hours: 10-12 hours/week

Warehouse Kids: We want every student to graduate living life on mission with a heart that belongs, a mind that responds, and a life that reflects Jesus Christ.

1. General Description:

To cast vision and develop a thriving Kid's Ministry for the children and families of Warehouse Church as well as the community around us. Implement this plan in all aspects of Warehouse Kid's Ministry at Warehouse Church including Sunday morning environments, holiday, and special events (child/parent dedication, graduation, level up, etc.).

2. Overview of Position:

- Help lead children as well as their families to Christ and to help them grow in their faith.
- Oversee and lead all Warehouse Kids team members.

3. Requirements:

- Committed follower of Jesus Christ.
- A growing relationship with Jesus Christ as evidenced by actions, attitudes, and behaviors.
- Exemplify and champion WHC core values.
- Passion for ministry to children, parents, and volunteers and to seeing them grow in their faith.
- Open to guidance from the Pastoral staff and Executive Team.
- Ability to build a team; recruit, develop, disciple, and lead a team of volunteers.
- Self-starter, exercising initiative and judgment and able to work without direct supervision.
- Must be able to respond to changing needs throughout the daily and weekly schedule with grace and mercy.
- Able to communicate, motivate, and have crucial conversations when necessary.

4. Responsibilities

- Ensures that Warehouse Kids Ministry is functioning through the lens of Warehouse Church's mission, vision and values and in conjunction with the Orange strategy.
- Champion and lead using the Warehouse Church organizational Values: Positive Attitudes, Healthy Relationships, Team First, Inspired Leaders.
- Ensure the onboarding of all volunteers (application, background check, training, t-shirt, classroom training, and ongoing training) and adhere to the WHC Child Protection Policy.
- Coordinate with the Executive Team to submit an annual budget and oversee the expenditures of the budget allocated for Warehouse Kids.

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- Maintain confidentiality, effectively listen and communicate, and resolve conflicts in a productive and God-honoring manner (concerns and frustrations only go up to Lead Pastor or Executive Team not laterally).
- Ensure that preschool, elementary and Kids Guest services are all working together to fulfill the mission of Warehouse Kids.
- Aid the preschool and elementary director in downloading, editing, and distributing weekly Orange content to all small group leaders and ensuring that supplies are readily available.
- Oversee all Warehouse Kids Ministry environments on Sunday mornings, ensure that content, equipment, supplies, and technology are working properly to set the SGL's up for a win each week.
- Develop and mentor Preschool, Elementary, and Kids Guest Services directors including weekly communications, quarterly meetings, and "coffees" to individually invest.
- Ensure all weekly scheduling meets the safety, curriculum, and child/team member ratio requirements.
- Maintain all training documents.
- Lead and champion all Warehouse Kids events.
- Perform other duties as assigned by Executive Director.

5. Qualifications

- **Education** – College Level - Associates Degree; additional education, while not necessary, is preferred.
- **Experience** – Minimum of two years in church-related ministry or the equivalent experience in working with children in other venues.
- **Spiritual** – Must be a faithful follower of Jesus with a true calling and passion for ministry and be a member of Warehouse Church or become a member if not already.

6. Compensation

- This is a part-time position with not benefits in line with the overall church budget.

Statement of Understanding

I certify that I have received, read, and understand the job description which has been provided to me. I also understand that this job description may be unilaterally modified by the Lead Pastor of the Advisory Board or the Executive Team at any time. Any updated job descriptions will supersede any and all prior job descriptions for this position.

Signature

Date of Signature

NOTE: This job description is not intended to be all-inclusive. Employee (volunteer or paid) may perform other related duties to meet the ongoing needs of Warehouse Church.

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