

Job Title: Children's Ministry Director - Birth-PreK or Elementary

Status: Part-time, 20 hours/week // Competitive Wage

Supervisor Title: Next Gen Pastor

Date Prepared/Revised: March 2020

Red Cedar is seeking someone who will work side by side with another team member to lead Children's Ministry. Each will be responsible for overseeing either the Birth-PreK or Elementary age group while rotating weekend leadership responsibilities.

Role: The Children's Ministry Director is a...

- Relational leader: friendly and approachable.
- Communicator: the primary host, greeter, and vision-caster of the RC Kids ministry.
- Team builder: can build teams and identify high-capacity leaders to build more teams.
- Cheerleader: encouraging volunteers and staff constantly.
- Catalytic leader: able to rally people to a cause.
- Minister: has a heart to identify leaders and build systems to shepherd the staff and volunteers of RC Kids.

Job: The Children's Ministry Director...

- Manages Volunteers : recruits, trains and schedules - initial and ongoing - tracking in CCB (Church Database)
- Leads the weekend experience: is present, is a welcome presence for families and volunteers, leads the experience in various areas
- Executes Curriculum: selects, purchases, organizes and prepares supplies, print/attach files for leaders according to age group, download and edit coordinating videos and builds shows in Pro-Presenter
- Connects: Develops and sustains an effective and caring first-time family follow-up process. Leads the year-round volunteer recruitment, scheduling and training systems. Develops and leads programs and events to connect with families, connect families with each other and connect families with God seven days a week (Baptism class, Child Dedication, Easter, Christmas, Red Cedar Fest, serving push, Baptism Weekend, etc...)

- Participates in staff meetings: one-on-ones, Staff Meeting, Action Team Meeting, other meetings as the need arises
- Communicates: provides clear communication for all areas under the umbrella of Kids Ministry.

Success of the RC Kids ministry is defined by...

- Making disciples: children are meeting Jesus and growing deeper into relationship with Him. Families are learning and growing in ministering to each other outside of weekend programming.
- Passionate alignment: there is excitement about the vision and action around the core values of Red Cedar Church & the RC Kids ministry.
- Growing intentionally: every year more children are meeting Christ and more families are growing in relationship with Christ through creative learning, next steps and environments that are loving, safe and God-centered.
- Growing community: there is a clear understanding and communication of the importance of community and accountability and volunteers are better equipped, more engaged and growing as leaders.

To apply, please email resume with cover letter to hello@redcedarchurch.com.