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Position and Duties

**Job Title:** HC Kids Director

**Ministry Area:** Family Ministries

**Status:** Salary/ Full Time

**Reports To:** Campus Director

**Date**: January 01, 2023

**Overview**:

The ideal candidate for this role is a Visionary Recruiter. We’re looking for someone with experience leading Children’s Ministry at a church our size or larger. A leader who can chart the course for Children’s Ministry and recruit a volunteer army to accomplish it.

**Essential duties and responsibilities:**

1. Oversee all programming for children birth to 5th grade.
2. Recruit, develop, and deploy Children’s Ministry volunteers.
3. Lead and equip Children’s Ministry staff.
4. Maintain and improve a safety system that protects children in the church’s care.
5. Plan and oversee special events related to children and families, such as VBS, Fall Festival, etc.
6. Develop a ministry plan to meet the goals of Children’s Ministry as defined by the Direct Report.
7. Develop an annual Children’s Ministry budget and be able to work within that budget.
8. Serve others, as needed, in a team environment.
9. Attend all church staff meetings and retreats.

**Knowledge, Skills & Abilities:**

* A fun, outgoing, creative, problem-solving personality.
* Understanding of mainstream children’s ministry curriculum such as Orange, Group, etc.
* Experience in creative programming biblical lessons for children.
* Should have experience leading and managing multiple staff and volunteer teams.
* Works well in a team environment; able to accept feedback and direction in a positive manner.
* Able to work with a diverse group of people, maintaining positive relationships to promote a great volunteer culture.

**Minimum Requirements**:

* A lifestyle congruent with the biblical requirements for leaders.

(1 Timothy 3:1-13; 2 Timothy 2; Titus 1:5-9).

* Agreement with the mission, vision and beliefs of Heritage Church.
* Three (3) years of full-time ministry experience with children and at least five (5) years of total ministry experience.
* Ability to pass our background check process.