



## **Children's Director** 15 hours/week

Reports to: Executive Pastor

Last Edited: April 25, 2024

The Exchange Church is committed to **leading people to encounter Jesus**. As Staff we seek to equip God's people to be disciples who make disciples so that every place might be saturated with the presence of Jesus. We are committed to this God given purpose in three primary ways:

- **MULTIPLICATION:** Helping others meet and follow Jesus in everyday life and teaching others to do the same. (Matt 28:18-20)
- **COMMUNITY:** Becoming a supernatural community of love that will be our primary witness. (John 13:35)
- **WORSHIP:** A life of worship is one that loves God with the entirety of heart, soul, mind, and strength. (Mark 12:28-31)

**PURPOSE:** The Children's Director is responsible for ensuring that the youngest disciples at the Exchange are seen, valued, and loved while discovering who God is and how he has made them. This is done through cultivating a team of adults and youth who work together to share the discipleship load on Sunday mornings and during other church-wide events.

### **JOB RESPONSIBILITIES**

#### **Ministry Culture and Vision**

- Creating and Communicating the vision for Exchange Kids (Nursery to Gr. 5)
- Cultivating a culture of multiplication
- Develop annual ministry goals, plans, strategies and event calendars for ministry area responsibilities
- Establish a lead team of volunteers to manage the areas of Kids Ministry: Sunday Format, Teaching and Curriculum, Check-in
- Initiate and participate in the development of both kids and team leaders

#### **Personal & Team Development**

- Responsible for recruiting and overseeing Exchange Kids Team
- Create intentional space for youth to serve meaningfully
- Learning and developing ministry related skills (i.e. reading, research, classes, etc.)
- Personal Spiritual Growth through consistent and intentional pursuit of Christ and application of his teachings

#### **Administration & Communication**

- Participate in all staff meetings, retreats/conferences, and training
- Schedule necessary coverage for Sunday mornings
- Ensure maintenance of accurate statistical records for ministry area activity
- Evaluate effectiveness of programming within your ministry area both quantitatively and discipleship fruit
- Ensure Plan to Protect Policies are implemented and enforced
- Prepare all necessary resources for the volunteer team each week

#### **Spiritual Leadership**

- Attend our Sunday worship gatherings
- Maintain a lifestyle consistent with biblical standards for Christian behaviour
- Be in agreement with the Christian & Missionary Alliance statement of faith
- Be a model of servant leadership



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### **WORK HOURS, BENEFITS, & WORKPLACE DETAILS**

**Part Time Position:** 15 hours per week

**Salary:** \$20 - \$23/hr depending on experience

**Benefits:** No benefits

**Work from Office/Home:** Children's Director will be required to work in the office a minimum of 5 hours per week (not including Sundays).

**Licensing:** The Children's director will have the opportunity to pursue Licensing with the Alliance if they so choose.

### **EDUCATION & EXPERIENCE**

- High School Graduate
- 4 – 5 years in ministry related experience and/or vocational training

### **QUALIFICATIONS (REQUIRED)**

- Able to exercise diplomacy, tact, and good judgment in recognizing scope of authority and in protecting confidential information.
- Emotional maturity required.
- Proficient in the use of computers, presentation technology and personal technology (including Microsoft programs, smart phones, printers etc.)
- High value and execution of communication skills in written and spoken English.

### **SKILL SET (ASSET)**

- Team player, able to work independently as well as with others.
- Candidate must be friendly, personable, and able to build harmonious working relationships with staff and volunteers
- Highly organized and able to prioritize tasks.

This position must demonstrate initiative and discretion in interaction with staff, congregants, and visitors and because of the nature of the role must demonstrate a high level of trust and the ability to protect the reputation and integrity of others through strict confidentiality.

Please submit your cover letter and resume to Jen at [jen@theexchangechurch.com](mailto:jen@theexchangechurch.com)