

## Job Description

**Employment Status:** Part-Time Hourly (28 hours)

**FLSA:** non-exempt

**Department:** Family Ministry

**Reports To:** Community Pastor

**Relates To:** Community Pastor, Youth Pastor, Administrator, Church Staff, Children's volunteers and parents

**Position Description:** Our mission at Riverside Community Church is to multiply disciples, and live on mission. We are looking for an experienced Children's Director who feels called to Children's Ministry, has a passion and love to see children grow up into maturity in their faith and love for God. This director must be a highly motivated leader, have an intimate relationship with Jesus, and a heart that seeks to pass on this love to every person connected with this ministry.

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### Responsibilities

- Shepherd and lead all areas of the Children's Ministry.
- Maintain child safety policies and procedures.
- Champion leaders as the heroes of the ministry.
- Develop a system to recruit, train, and develop a growing team of volunteer leaders.
- Align leaders to work together around a common strategy, values, and goal.
- Regularly communicate with parents and leaders through multiple platforms.
- Manage budget and resources needed to make kids ministry successful.

### Weekend Services

- Create an environment that is a safe place, and kids want to attend.
- Plan and oversee Sunday morning gatherings, including the weekly lessons/games.
- Oversee Nursery Ministry in Coordination with the Nursery Director.
- Preparation of lessons, materials, and resources to teach for transformation
- Prepare materials for children for use in the Riverside Community (i.e., Worship bags).

### Ministry Development and Outreach

- Plan and lead ongoing event opportunities for children and their families.
- Provides resources and experiences that support parents/guardians.
- Prioritize making heroes out of parents and leaders.
- Pursue discipleship opportunities for 4<sup>th</sup> and 5<sup>th</sup> grade students.
- Regularly invest in local school or children's related outreach.

### Leadership

- Actively live out the 4 Pillars of Riverside (Life Groups, Discipleship, Outward Facing, and Freedom).
- Cultivate your relationship with Jesus, as well as your talents and gifts.
- Support the Mission, Vision, and Leadership of Riverside Community Church.
- Meet and collaborate with Family Ministry team for strategic planning and events.
- Champion vision and values of Children's Ministry through the church.
- Provide leadership for monthly Wednesday Night Worship Services.
- Look for opportunities to serve families in Bulverde/Spring Branch area.
- Pursue opportunities to develop as a leader.