**Job Title: Director of Kids and Family Ministry**

**Status: Part-time** (28 hours per week)

**FLSA: Non-Exempt**

**Reports to: Executive Pastor/Director**

**Job Title’s Directly Supervised: Associate Directors of Kids Ministry (Preschool, 1-4 Grade, and 5-6 Grade)**

**Updated: June 2025**

**I. Description**

In line with the mission of Anderson Hills Church, the Director of Kids and Family Ministry is responsible for leading the ministry that reaches and develops kids aged birth through sixth grade and young families, so that they become more like Christ. Working together with the other Kids Ministry staff, the Director will lead, promote, and oversee the spiritual formation of kids by teaching them to worship, learn, and obey the Word, win others to Christ, serve the body, and participate in community. The Director will also be responsible for teaching and assisting parents in developing biblical parenting and faith-building skills at home, so that young families are formed spiritually.

**II. RESPONSIBILITIES**

1. **Recruit, retain, schedule, equip, and train volunteers for the ministry.**
2. **Develop weekly lesson plans –** ensure the preparationand distribution of weekly lesson plans, media, and activities in conjunction with age-specific Associate Directors. Order supplies for activities, curriculum, and snacks as needed.
3. **Develop online registrations and check-in/check-out systems utilizing Planning Center for all programs and events.** This includes managing the tablets and printers at the various stations.
4. **Oversee volunteer teams to plan and execute kids and family-based events throughout the year.** This includes updating content/curriculum, working with the Communication Director to promote events, creating and maintaining online registration forms, attracting/training/assisting volunteer teams, communicating with participants/families, planning, ordering, and organizing materials, and gathering and maintaining attendance data. Examples of events include Pop-Up Sunday, Backpack Blessing Sunday, Bible Sunday, 3rd-grade Bible Blast, Christmas Adventure, 3rd-grade Communion Discovery, Step Up, VBS, and Art/Music Camp.
5. **Co-Leader of the Safe Sanctuary Policy Committee –** Help develop and update the Safe Sanctuary Policy for kids ages birth to 18.Includes allergy awareness guidelines, staffing ratios, check-in and secure pick-up procedures, proper interaction with kids, and identifying potential physical or emotional abuse/neglect.
6. **Manage the Kids Ministry Budget –** put the annual budget together for Kids Ministry and manage the line items throughout the year. Input invoices and receipts for payment for items purchased for the ministry.
7. **Provide vision, leadership, and oversight to the spiritual formation of kids-**  This includes Sunday morning programs (The Nursery and Toddler Care, Preschool, 1-4th grades*,* and 5-6th grades), Family Ministry Milestone Events, VBS, and other events. In coordination with the Director of Student Ministry, oversee the Step-Up program for rising sixth graders.
8. **Cast Vision**— Promote a church-wide vision of reaching and developing kids to become more like Christ
9. **Implement Strategy**— Promote a strategy that encourages kids to worship God, learn and obey His Word, participate in a caring community, win others to Christ, and serve within the body
10. **Provide Leadership—** Oversee, support, and develop the skills of the volunteer and paid staff to accomplish the mission of forming kids spiritually
11. **Teach—** Provide solid, Bible-based curriculum that directly relates to kids and their families to be used in the various programs
12. **Train and Equip—**
13. Lead the volunteer and paid staff to continuously identify and raise up people to serve in the ministry according to their gifts
14. Lead the training and equipping of both the paid and volunteer staff to do the work of the ministry
15. Coach and support Kids Ministry staff with a focus on developing a team culture that supports the retention of healthy staff
16. **General**
17. Develop an annual calendar for events
18. Develop annual goals and objectives for the ministry
19. Work with the Communications Director to promote Kids Ministry Events
20. Attend ministry conferences or other continuing education opportunities

**COMMUNICATION, SKILLS, AND GIFTS**

The Director of Kids and Family Ministry will have strong personal faith with a passion for developing the faith of kids. Other preferred gifts and skills include:

* Loving God and the Gospel – Engage in ongoing spiritual habits to nurture and grow in your own faithfulness
* Excellent communication and relationship-building skills to internal and external audiences (written and verbal)
* Proficiency with standard office and mobile technology (Google Workspace, Microsoft 365, social media, generative AI, Planning Center, ProPresenter)
* Leadership development skills and the ability to work well both individually and as part of a collaborative staff team
* Openness and ability to act in the capacity of recruiter, mentor, teacher, and advisor as it relates to the volunteer of the Kids and Family Ministry at AHC
* Spiritual gifts that relate well to the position

The Director of Kids and Family Ministry must be able to create a plan and execute it, to calmly address challenges and emergencies, to look toward to the future while overseeing the immediate, and to build trusting relationships through solid leadership, interpersonal skills, and empowerment of individual talents.

**Meetings Requiring Participation**: Weekly Staff Meeting

**Hybrid Schedule:** Be present for office hours as agreed upon with supervisor and be on site on Sunday mornings, 8:30-12:30.

**Qualifications:** Christ-centered, Associate Degree or Bachelor’s Degree (preferred), experience in a similar position

**Other Duties as assigned by the supervisor**

**Physical requirements:** Ability to lift 35 lbs.