



## **JOB DESCRIPTION**

**Position Title: Kids Minister**

**Ministry Team: Tacoma Campus - Discipleship**

**Reports to: Discipleship Pastor**

**Direct Reports: Nursery Coordinator**

**Hours: Full-Time Exempt**

**Pay Range: \$54,000 - \$63,200**

**Benefits: Paid time off, retirement, health, HSA contribution, dental, and vision. Employee-funded 403b and Roth IRA plans available.**

### **POSITION SUMMARY:**

The Kids Minister articulates and carries out the overall church mission and vision in the area of biblical discipleship, specifically in nursery, preschool, and kindergarten – 5th grade. In the spirit of Ephesians 4, he/she will recruit, equip, empower and oversee ministry leaders and assigned staff to implement overall Discipleship department goals. This will be carried out by role modeling with an emphasis on permission giving leadership, volunteer development, influential multiplication, and leader/team empowerment.

### **JOB RESPONSIBILITIES:**

#### **Leadership**

- Lead staff and volunteers to create, implement and evaluate all Kids Ministry programming at Our Savior.
- Regularly recruit, coach, lead and evaluate assigned staff and volunteers through regular meetings, events and trainings.
- Involve parents in Kids Ministry, assuring that they are informed and have a voice in the ministry.
- Integrate kids into worship, service, and other ministries of Our Savior, including a natural flow from the kids to youth ministries.
- Partner with the Director of Schools to integrate and support Our Savior schools and Concordia Christian Academy.
- Oversee the nursery coordinator and develop appropriate training for nursery volunteers.

#### **Ministry Development**

- Develop, implement, and maintain an ongoing weekly Sunday morning program.
- Develop, implement, and maintain an annual Vacation Bible School program.
- Develop, implement, and maintain a Christmas event (JingleJam).
- Develop, implement, and maintain an overnight retreat-style event for 4-5th grade students.
- Develop, implement, and maintain weekly kids messages, including empowering others to lead kids messages.
- Collaborate with the Discipleship team to coordinate and implement Family Camp.
- Collaborate with the Discipleship team to coordinate and implement Faith Milestones.
- Partner with the Youth Minister to coordinate and implement a strategy to help students and parents successfully transition between Kids Ministry and Youth Ministry.

- Collaborate with the Discipleship Pastor to develop resources for families to grow together in their faith daily.
- Collaborate with the Discipleship Pastor to create, implement, and evaluate Family Ministry programming and resourcing at Our Savior, including marriage and parenting.

#### **Administrative**

- Partner with the Discipleship Pastor to create and oversee the Kids Ministry budget. Manage the Kids Ministry budgets and reimbursements as an assignment of the Discipleship Pastor.
- Partner with the Discipleship Pastor to implement policies and procedures that provide safety for children and minors.
- Collaborate with the Discipleship team to develop an annual calendar that exhibits the values of Our Savior and promotes a healthy and life-giving rhythm for families.
- Ensure Kids Ministry programs and events are communicated to Our Savior staff and families.
- Attend to other duties as assigned.

#### **Personal Growth**

- Participate and contribute to staff meetings, retreats, and spiritual growth opportunities.
- Participate in annual continuing education opportunities in faith formation/theology as approved by supervisor.
- Be supportive and responsible to all staff members as colleagues.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS/PREFERENCES:**

- Baccalaureate degree in education or ministry-related field with formal Lutheran Bible training, or equivalent, required.
- 3-5 years of experience in children's ministry, education, or ministry-related field, preferred.

#### **SKILL REQUIREMENTS**

- Demonstrated ability to write, evaluate, and implement Bible lessons/messages applicable to a variety of groups.
- Demonstrated effective organizational skills necessary to plan, manage, and implement activities.
- Demonstrated track record of maintaining confidentiality.
- Demonstrated strong communication skills, both verbal and written.
- Demonstrated strong relational skills and ability to work with all ages.
- Demonstrated ability to recruit, train, empower and motivate volunteers for ministry.
- Demonstrated proficiency in staff and volunteer supervision.
- Demonstrated ability to plan, collaborate, and think strategically.
- Proficiency in MS Office suite, MS Teams, Planning Center, Google suite, and Canva.
- Must read, understand, and sign the OSLC Employee Handbook.
- Must possess a driver's license and personal transportation.

#### **WORK ENVIRONMENT:**

Work is performed primarily in indoors in an office setting with natural and artificial light. Duties require the ability to move about the facility, and occasional stooping, reaching, lifting (up to 25 lbs.), and bending. Computer and telephone work is a large part of daily activity. Work schedule is primarily the normal business day. However, early, late or extended weekend hours may be required to meet the needs of the organization. The worker is required to participate in an annual performance review.