**Kids’ Programming Director**

**Job Description**

**Updated: July 2018**

**Status:** Half Time (20 hours) **Reports to:** Family Ministries Pastor **Salary Scale Starts at**: $­\_\_\_\_\_\_\_\_\_

# Summary

Working in collaboration with a half-time Family Ministries Programming Co-Director, you will coordinate content, production teams, and physical spaces in order to create unforgettable and transformative weekly ministry environments for kids and teens. While leadership opportunities within Student ministries will exist, you will take primary responsibility for programming within Children’s Ministries.

You win when the ministry environments engage the next generation with the message of God’s story and meaningfully connects them with a team of small group leaders (SGLs) who are investing in them relationally.

# Responsibilities

**General**

* + **Create and utilize communication systems that enable us to communicate with leaders and enable leaders to communicate with each other, parents, and with their groups**
    1. Send weekly emails to SGLs, communicating curriculum content, schedules, training/encouragement, and other news
    2. Send monthly Parent Cue emails, communicating ways for parents to engage their kids with content from our weekly teaching, as well as motivate and resource them in their role as the primary spiritual leaders of their kids
    3. Moderate and utilize online group pages and message threads as needed
  + **Be an active and contributing member of the Family Ministries Team (FMT) as well as the WMBC Staff team**
    1. Be prepared for weekly and monthly FMT meetings, as well as weekly check-ins with the Family Ministries Pastor
    2. Be prepared for monthly WMBC staff meetings and weekly staff coffees
    3. Contribute to FMT initiatives throughout the year, such as FM evaluations, creating annual ministry plans, special recruitment efforts, etc.
    4. Contribute to WMBC staff initiatives throughout the year, such as Fall Kick-off, volunteer appreciation month, Staff retreat, etc.

**Kids Groups (KG)**

* + **Create engaging environments for kids that move forward the mission and vision of WMBC**
    1. Provide programming leadership for weekly Kids Groups (Preschool-Gr. 6).
    2. Coordinate and communicate with the Team Development Director regarding all leadership recruitment and training needs.
    3. Manage KG Programming budget lines.
  + **Resource speakers and Large Group leaders to craft the message of Jesus into engaging, relevant, and memorable experiences for kids.**
    1. Utilize the Orange curriculum, First Look and 252 Kids, to its full potential in our local context.
    2. Creatively use physical props and visuals to reinforce what we’re teaching.
    3. Communicate weekly with all LG volunteers involved.
  + **Resource Small Group Leaders to create safe environments for kids to find community and grow spiritually**
    1. Provide SGLs with guides for upcoming teaching series well in advance.
    2. Provide supplies needed for leaders to create a great SG experience for their kids.
  + **Ensure new volunteers are oriented in the specifics of their role**
    1. Collaborate with the Team Development Director to create plan for orienting new volunteers. Together, ensure that new leaders are trained on specifics such as:
       1. Audio/visual systems (ProPresenter, sound boards, etc.)
       2. Planning Centre Online. Using and accessing weekly schedules and attendance records
       3. Curriculum content – SG and LG guides, Lead Small app.
       4. Admin systems – Receiving and depositing funds, recording attendance, using Logos database software, Kids Groups registrations.
  + **Ensure that physical spaces are setup and utilized well to accomplish our mission.**
    1. Ensure SG and LG spaces are setup and organized prior to each ministry experience.
    2. Evaluate the effectiveness of our spaces and take the lead on proposing necessary changes.
  + **Act as Team Leader of the weekly Kids Groups ministry environments.**
    1. Provide point leadership to weekly Preschool, Elementary, and Preteen environments.
    2. Plan out teaching content for Kids Groups.

**Student Ministries**

* + **Assist in planning, organizing and leading any Student ministry-specific events** 
    1. Your Co-Director is the programmer for Junior High and High School, but you are expected to be available occasionally for any necessary planning or leadership roles.

# Preferred Qualifications and Attributes:

* + Leader of Leaders - Able to develop and lead volunteer teams who in turn lead the ministry.
  + Highly Organized - Able to trouble-shoot, create processes and systems with a strong eye for detail.
  + Public Speaker – Experience communicating to kids and adults.
  + Creative and Resourceful - Able to make content and physical spaces come to life.
  + Team Player - Thrives in a team environment and enjoys collaborating with others on projects.
  + Flexibility – Able to adapt, take necessary risks with a team, and move at a fast pace.
  + Tech skills - Work efficiently within a PC environment and quickly learn new software and features.
  + Other Relevant Skills – Writing, editing, producing, directing, time management.

# Character and Behavioural expectations

Perfection is not expected; growth is. Some of the characteristics expected of an effective Director include:

* + Committed to a growing, dynamic, and personal relationship with Jesus. Includes personal spiritual practices such as reading God’s Word and having an active prayer life.
  + Humility and a strong desire to continue learning and growing both professionally and personally.
  + Committed to the larger Church family and maintaining unity. Models life lived within community.
  + Fierce commitment to honesty and truth in both leadership and personal life.
  + Prioritizes healthy relationships with family, including spouse if married.
  + Prioritizes healthy relationships with others outside of the ministry, such as close, meaningful, friendships.

# Confession of Faith

All WMBC staff shall be in full agreement with the WMBC Mission, Vision and Values, as well as the Canadian Conference of Mennonite Brethren Churches Confession of Faith.

# Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by individuals within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, or responsibilities associated with the position.