



<b>JOB TITLE:</b>	Immanuel Kids (IK) Ministry Director	<b>FLSA STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Lead Community Discipleship Pastor	<b>Employee Classification</b>	Full-time

GENERAL SUMMARY: Reporting directly to the Lead Community Discipleship Pastor, the Immanuel Kids Ministry Director leads Immanuel's efforts to teach and care for children ages 0 through 6th grade. Primary responsibilities include recruiting, leading, coaching, developing, overseeing, and scheduling all IK volunteers and teachers. This critical position also selects, oversees, and develops all IK curriculum, policies, and procedures.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Coordinate Immanuel's teaching and care for children (6th grade and younger).
2. Recruit and Develop emerging leaders to serve children and families through the Immanuel Kids ministry.
3. Develop and maintain systems and structures for scheduling and coordinating care for children during all public services that use IK volunteers (including, but not limited to, Sunday mornings, Testimony Nights, Member's Meetings, Discipleship Seminars, etc.).
4. Lead and train all IK volunteers to execute Immanuel's mission, goals, and strategy.
5. Uphold and support Immanuel's Gospel Community Group structure in the midst of planning and executing various ministry/service opportunities for children.
6. Direct all elements of planning and executing Immanuel's ministry to families and children through the careful selection, oversight, and development of all IK curriculum, policies, and procedures.
7. Maintain a safe and clean learning environment including purchasing all materials and supplies associated with IK ministry (i.e., diapers, baby wipes, cereal, disinfectant wipes, etc.).
8. Manage IK budget including monthly expense reconciliation.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

1. Ability to change and adapt to current and future responsibilities and circumstances.
2. Fulfill the Immanuel membership covenant and demonstrate strong and mature character as assessed by Immanuel's pastors.
3. Previous experience leading a children's ministry in a growing church preferred.
4. Strong problem solving skills while demonstrating initiative and independent thinking. Ability to identify issues and problems in order to implement our IK vision, goals, policies, and procedures.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be considered as an exhaustive statement of essential functions, responsibilities, or requirements.



- 5. Ability to develop quality team relationships, and work well within a team-oriented environment.
- 6. Excellent verbal and written communication skills.
- 7. Strong interpersonal skills necessary in order to maintain effective relationships with staff members, volunteers, parents, and children in person, over the telephone, and via email.
- 8. Ability to communicate information with diplomacy and tact while safeguarding confidentiality.

WORKING CONDITIONS:

- 1. Fast-paced general office environment.
- 2. Work occasionally requires more than the normally scheduled work hours to perform the essential duties of the position.

GENERAL PHYSICAL REQUIREMENTS:

- 1. Occasionally lifts, carries or otherwise moves and positions objects weighing up to 20 lbs.

ACKNOWLEDGEMENT:

I have read and understand the above job description.

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Candidate Signature

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Date

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