



City Church

City Kids Director

City Church takes Jesus' command to make disciples seriously, and this commitment extends in a distinctive way to the very youngest members of our congregation. The City Kids Director is a key player in making that vision for discipleship a reality so that we can fulfill our mission to see the Gospel of Jesus Christ shape lives of the city for the city.

City Church belongs to the Evangelical Presbyterian Church denomination (www.epc.org). We are Reformed in our theology, Presbyterian in our government, Gospel-centered in our worship, and complementarian in our leadership. Doctrinally, we subscribe to the Westminster Confession of faith (https://reformed.org/documents/wcf_with_proofs/). Average Sunday attendance is 120+ adults, 50+ children (8 and younger). We currently have 4 elders and 5 deacons, alongside many willing and engaged volunteers. (To learn more about our leaders, please visit <https://citychurchstl.org/leadership>.)

Qualifications

- Fulfills the character qualifications for Deacon in 1 Timothy 3
- Firm understanding and commitment to the City Church vision
- Knowledge of best practices for ministry to children and families
- Passion for discipleship of the youngest members of the church body
- Ability to recruit, train, and lead volunteers
- Skill and confidence with Microsoft Office and online software tools
- Demonstrated ability to independently take initiative and meet needs
- Ability to connect vision with execution through personal discipline and proactively leading volunteers
- Creative and strategic problem-solving skills in a variety of contexts

Overview of the Position

The primary responsibility of the City Kids Director is to furnish the children of City Church (birth through 5th grade), along with their families a safe, engaging, and interactive environment for age-appropriate discipleship and spiritual formation. This responsibility includes (but is not limited to): planning for and provisioning the City Kids' Nursery and Sunday School on Sunday mornings (volunteers, prepared materials, supplies, security

and check-in/out procedures, environmental design, etc.); recruiting, training, and caring for a team of volunteers; creating opportunities for further connection for children and their parents outside of Sunday morning services; collaborating with the Director of Community on ministry design, special events, and holistic family discipleship.

Duties and Responsibilities

During the Week

- Purchase, prepare service/lesson plans for each class (Nursery and Sunday School)
- Purchase and maintain necessary supplies
- Prepare and fully set-up needed activities and materials for Sunday morning
- Recruit, train, and equip a team of volunteers passionate about serving and discipling children in the gospel
- Work with elders, deacons, and volunteers to create a Sunday School hour prior to worship service enabling our kids to both receive age-appropriate education and participate in corporate worship with the full congregation
- Create and maintain volunteer schedule, including making accommodations for necessary schedule changes
- Communicate with volunteers about serving plans, policies, and procedures
- Follow-up with new-comers, new parents, and care needs
- Create and maintain a safety and security policies and procedures manual
- Attend and participate in Church Staff Meeting
- Plan and execute additional connection opportunities (Coffee & Play, New Moms' Brunch, etc.)

During Sunday Morning Service

- Work with Welcome Team to ensure smooth check-in
- Connect with new families and assist them with check-in and finding their child's class.
- Run pre-service meeting with volunteers
- Regular observation of volunteers with the intention of giving immediate, helpful, and caring feedback
- Serve in a classroom when necessary

Other/Ongoing

- Create and fill-out baptism certificates, log baptism dates in Breeze
- Create and submit an annual ministry plan, including calendar of events

- Provision special worship service emphases (Palm Sunday, Mother's Day, Family Sunday, etc.)
- Plan, prepare, and execute special Children's Events (Christmas Pageant, VBS, etc.)
- Other duties as assigned.

Status: Full-time, exempt

Schedule: 32-40 hours/week, inc. Tuesday in office, 9a-Noon, Sunday 8a-Noon

Benefits: Health/Dental, 403b, 2 weeks paid vacation, phone stipend

Reports to: Director of Community