

Opportunity Profile

DIRECTOR OF CHILDREN'S MINISTRY

City Church

Saint Louis, Missouri



CITY  **CHURCH**
SAINT LOUIS

Introduction

City Church launched on Easter Sunday, April 12, 2009 at the 9th Street Abbey on the southern doorstep of downtown Saint Louis City. Since then, we've steadily grown into a thriving congregation with a burgeoning population of children. When our children ministry (a.k.a. City Kids) began in 2009, we had 3 little ones. Now, our City Kids roster is 60+, with the vast majority of those kids 8 years-old or younger. Our staff currently consists of a full-time pastor, a full-time director of community, and a part-time director of City Kids.¹

In September of 2014, we purchased the old Lafayette Park Baptist church building in the historic Lafayette Square neighborhood. After a major systems overhaul and other renovations, we held our first worship service there on March 15, 2015. This coming Easter, we will celebrate our 10th anniversary as a church.

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.² 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>.)

Our mission is as follows: By embracing God's love for the City, City Church is committed to seeing the Gospel bring renewal to Saint Louis through a movement of churches by which hurting people experience hope, skeptics find answers, religious people lose their religion, and all find a home in Gospel-centered community.

¹ Our current part-time director of City Kids will transition out of her current role once this job opening is filled. She does not feel called to pursue the role beyond its current form. She will happily train and/or assist the incoming staff member, giving him/her a lay of the land and be an invaluable resource during the transition.

² In terms of doctrine, we subscribe to the Westminster Confession of Faith, which can be found at https://reformed.org/documents/wcf_with_proofs/.

Opportunity

Since discipleship involves all of life, the elders view spiritual formation as cradle-to-grave. To that end, we are intentional with our children's ministry and view their growth and maturation (from infants to toddlers to walkers, and so on) as integral to the life of the church. We are seeking a qualified candidate who has a love for the bride of Christ, a passion for children, skilled in curriculum development, administrative acumen, and leadership ability. Our staff is small, so an ideal candidate will be both collaborative and a self-starter.

Given City Church's ecclesiology and philosophy of discipleship, Jesus' command to make disciples 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.

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. Ideally, our children will participate in corporate worship

Duties & 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
- Work with elders, deacons, and volunteers to create a Sunday School hour prior to the worship service enabling our kids to both receive age-appropriate education and participate in corporate worship with the full congregation
- Recruit, train, and equip a team of volunteers passionate about serving and discipling children in the Gospel
- 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 and agreed upon

Status: Full-time, exempt

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

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

Reports to: Director of Community