



Kirk Kids Ministry Director

Kirk of the Hills (Tulsa, OK)

Kirk of the Hills is a unique expression of what God is doing in Tulsa, OK. The Kirk is a 1,000 member church connected with the Evangelical Presbyterian Church. We are intentionally multi-generational, having both a traditional and a modern worship service. We place a strong emphasis on worship, small group discipleship, serving, and mission opportunities locally and globally.

We are currently seeking someone to serve the church vocationally through managing our Children's ministry. This person will serve as a team leader and work with the Family Pastor and other team leaders on the family team. They will oversee all aspects of the Children's Ministry (Grades K-5th grade).

Interested candidates are encouraged to read the job description below and check out our church at www.thekirk.com to determine if this might be a place you would like to serve. You can apply at www.thekirk.com/jobs. If you have questions about the job or how to apply, please contact Tammy Gill, Human Resources Director, at tgill@thekirk.com or 918-494-7088.

PURPOSE:

To love kids and their families with joy, passion and creativity and lead them to know and experience the love of Jesus by developing, growing, and maintaining the best Kids ministry possible that is consistent with the values, goals and purpose of Kirk of the Hills.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Recruit, equip and encourage volunteers for leadership and assisting in Kirk Kids Ministry programs, special events and outreach strategies.
2. Know parents and partner with them to meet the spiritual needs of their kids and to support the health of their families. Manage Kirk Kids Ministries to intentionally partner with families in developing faith at home. Equip parents to disciple their children through regular communication and contact, annual Start Here events, newsletters, take home pieces, social media, Church Center app notifications, etc.
3. Think creatively, take risks, and try new things to keep ministry fresh, fun, engaging and effective.
4. Be a great team player on the family ministry team and the larger Kirk staff. Work with the Family team and Pastor, Deacon and volunteers in planning, scheduling and developing Sunday and Wednesday programs and annual events.
5. Focus on both the kids we have involved at the Kirk as well as kids in our community who don't have a church home and need to know Jesus, by creating a culture of invitation and programs designed for outreach.
6. Review, select, print, and prepare weekly curriculum lesson plans, small group activities, and other educational tools for children.
7. Send weekly communications to parents informing about all upcoming programs, events and special announcements. Along with weekly communications to leaders serving in programming week of, providing detailed information along with material needed to learn.
8. Co-lead and coordinate with Early Childhood Director in specific annual events catered towards Birth-5th grade (Ex. VBS, Kid Mania, Jingle Jam).
9. Learn all Planning Center applications, to utilize in your ministry area, for communications, coordinating, check-in's, calendaring, and data updating.
10. Submit events through Planning Center: Calendars at minimum a month in advance to ensure that resources are available and that the Facilities Team, and Communications Director can plan appropriately.
11. Maintain Calendar resources in Kirk Kids area and volunteer assignments in

Planning Center and follow-up with faithful volunteers that become sporadic or quit showing up to determine if there is an underlying issue that needs to be addressed.

12. Define a follow-up process for children who regularly attend Sunday programming that miss 3 or more consecutive weeks to check on their families and encourage them to come back. Let Family Pastor know if there are any issues that need their attention.
13. Initiate 2-3 individual/group contacts with leaders or kids per month by meeting with them outside of normal programming (school lunches, sports events, coffee shop, etc.) and make contact notes in People.
14. Pick-up and straighten-up large group room, and all small group rooms weekly, along with restocking supplies for activities, snacks, and drinks.
15. Set-up iPad's and printers for check-in for weekly programs and events.
16. Maintain all equipment and furnishings in the Kirk Kids areas to ensure they are clean, safe and in good repair. Maintain an accurate inventory of equipment and supplies, and work with the Family Pastor to purchase supplies \$200 or more.
17. Work with Family Pastor (in a consultative role) in preparing the annual budget for the year. Learning how to operate basic functions for accounting software's such as Intacct and Centresuite.

OTHER DUTIES:

- Work within established departmental goals and objectives by prioritizing related programs, managing the use of facilities, and evaluating progress regularly.
- Attend regular staff meetings and retreats.
- Weekday begins at 8:30AM with prayer and ends at 4:30. Regular attendance at morning prayer is required.
- Cooperate with the Family Pastor by performing any other duties when asked to do so.

QUALIFICATIONS:

- Bachelor's degree or equivalent life experiences
- Minimum of 3 years' work experience in ministry where applicable
- A well-grounded faith in Jesus Christ and theological beliefs, policies and practices compatible with Kirk of the Hills Presbyterian Church
- A member of Kirk of the Hills Presbyterian Church
- Good organizational skills and the ability to multi-task
- A love for children and families and the ability to convey the Bible in a way that children understand
- Weekend and evening hours will be required