

Coulee Life Church

Coulee Life Kids Director

Job Description

Part-Time Role (10-12 hrs/wk)

Core Ministry: Serve as a director with the primary focus on overseeing ministry to children and families within the church and the development of ministries for Kingdom advancement outside the church.

Reports To: Lead Pastor

Position Supervises: Ministry Leaders and Volunteers

Position Summary

- This position is a visible leadership role with responsibility for the oversight of children and family ministries.
- The Coulee Life Kids Director will be responsible that any instruction, teaching, and guidance offered stays in line with the position of The Wesleyan Church.
- An evaluation will be conducted on a regular basis (at minimum annually) to determine if the ministry goals are being met, if a new ministry plan needs to be established, and/or the next best step for both the ministry and the personnel.

Coulee Life Church Staff Qualifications

Staff members of Coulee Life Church must have, and demonstrate, a love for the Lord Jesus Christ, a commitment to his/her marriage and family (if applicable), a teachable spirit, a willingness to serve the church and the church leadership, a "shepherd's heart" to see people grow in their relationship with Christ, a hard worker, and have a willingness for fun.

General Qualifications & Expectations

Staff Characteristics

- Committed sense of calling to ministry in the local church
- Motivated to be engaged in life of the local church and the church family
- Regularly attend and participate in the services and activities of Coulee Life Church
- Has a passion for children's ministry and working with volunteers, children, youth and families
- Support the theological beliefs and positions of The Wesleyan Church
 - <https://clife.ch/beliefs>
 - <https://clife.ch/positions>
- Communicate with the Lead Pastor of items related to ministry oversight, needs, plans, meetings, etc.
- Able to utilize the available time to organize and complete work within given timelines
- Demonstrate growth in personal spirituality along with the ministry responsibilities
- Support the ministries of the Coulee Life Church through financial stewardship
- Responsible to the church treasurer for receipts, expenses, and budget for ministry areas
- Willingness to assist with other ministry activities, opportunities, programs, etc. which may fall outside specific job description as needed

Leadership Characteristics

- Commitment to a team/relational style of leadership and ministry
- Ability to create and lead volunteer teams to assist with ministry responsibilities
- Capable to carry and fulfill the greater mission of the local church
- Ability to assess the community to effectively facilitate ministry and outreach

Personal Characteristics

- Acts as a role model within and outside the role of CLK Director
- Self-starter and able to work without direct supervision
- Work completed with excellence
- Demonstrate ability to be truthful and known to be credible
- Joyful spirit and good sense of humor
- Ability to accept responsibility and account for personal actions
- Grow personally and spiritually through prayer, Bible reading, worship, accountability, education, and self-care

Core Responsibilities include, but are not limited to:

1. Oversight of children/family ministry

- Provide leadership, vision and direction of the overall ministry
- Engage the church body in leadership and volunteer teams
- Disciple, train, and empower area leaders
- Implement ministry in line with the mission and vision of Coulee Life Church

2. Disciple Children and Families

- Utilize effective curriculums to disciple children and families
- Empower and resource families to be the primary disciplers of their child's spiritual growth
- Facilitate events and ministry opportunities to engage children and families
- Assist in the planning of seasonal events where the church families will be involved (i.e. Parents Night Out, Easter Egg Hunt, Fall Kick-off, etc.)
- Christmas/Eve, Easter, Family 5th Sunday worship gatherings are mandatory

3. Communication

- Development of consistent communication to families to encourage and resource
- Follow up with children and families that are new, inconsistent, in need
- Communicate ministry needs to the Lead Pastor

4. Leadership

- Intentional relationship building inside and outside of the church
- Recruit, train, empower, and lead a team of adult and student volunteers
- Empower children to be a vibrant part of the local church
- Develop and maintain policies, systems, and processes
- Develop and maintain connections with peer ministry leaders outside of Coulee Life Church

Other Responsibilities

- Champion the local congregation and the church staff
- Engage the congregation in order to create ministry partners
- Assist in scheduling calendar items for various ministries
- Work with Lead Pastor to implement the vision of who God has called the church to be
- Cooperate with the Lead Pastor by performing any other duties and tasks assigned