



Elizabethtown, KY | info@heartlandcitychurch.com | heartlandcitychurch.com/jobs

POSITION | Heartland City Kids Director

TIME COMMITMENT | Part-time; 10-12 hours per week

REPORTS TO | Lead Pastor

OVERVIEW

The Heartland City Kids Director will lead and oversee the kids ministry (birth through 5th grade) under the oversight of pastoral leadership. The Heartland City Kids Director will serve the children and families of Heartland City Church by helping cast vision for the church's ministry to children and families, as well as by recruiting, equipping, developing, and scheduling kids ministry volunteers for weekly environments and special events.

The ideal candidate for this position would be a self-motivated, well-organized, and highly-relational team player with excellent communication skills and a servant-hearted and flexible approach to ministry—all in an effort to make disciples of the children and families of Heartland City Church.

REQUIRED QUALIFICATIONS

- Must give clear evidence of faith in Jesus Christ and a commitment to ongoing spiritual growth and maturity
- Character that evidences the fruit of the Spirit (see Galatians 5:22-25) and is consistent with that which is required for recognized servants in the church (see 1 Timothy 3:8-13)
- Must be (or willing to become) a member of Heartland City Church, which includes doctrinal agreement with the Baptist Faith and Message 2000
- Must personally align with the ministry philosophy, mission, and core values of Heartland City Church
- Must have excellent organizational (coordinating, planning, scheduling, etc.) and communication skills (clear, compelling, and consistent; both verbal and written)
- Must complete and successfully pass a background check and any additional screenings required for all kids ministry staff and volunteers

PREFERRED QUALIFICATIONS

- Experience instructing and working with children in a ministry setting
- Experience organizing a team to work together in order to accomplish a desired goal
- Experience working with software programs and platforms frequently used in a ministry context (i.e., Google Workspace, Planning Center Online, ProPresenter)

RESPONSIBILITIES

Weekly Ministry

- Coordinate and schedule ministry volunteers to ensure all kids ministry classes and environments are adequately staffed
- Prepare, organize, and distribute curriculum and other necessary materials so that kids ministry volunteers are equipped to lead their respective age-group/class
- Provide regular on-site leadership and oversight during kids ministry environments, helping ensure that classes are appropriately staffed, volunteers are supported, and children and families are welcomed and cared for

Leadership Development

- Recruit, onboard, train, encourage, and develop kids ministry volunteers, building a healthy and sustainable volunteer team
- Develop and coordinate volunteer teams to plan and execute large-scale kids ministry events such as (but not limited to) Vacation Bible School, Easter Egg Hunt, and Trunk or Treat
- Ensure that kids ministry volunteers understand and consistently follow Heartland City Church's policies and procedures regarding child safety, appropriate conduct, check-in/check-out, and reporting of suspected abuse or neglect

Ministry to Families

- Coordinate with pastoral leadership and student ministry team to ensure a cohesive and comprehensive family ministry plan
- Encourage and equip parents as the primary disciple-makers of their children by developing relationships with families, providing resources and communication, and helping parents engage meaningfully with the church's ministry to their children

Administration and Events

- Assist with the development of the kids ministry budget and oversee ministry spending within the approved budget
- Participate in church-wide events and initiatives (i.e., service projects, outreach events, etc.)
- Coordinate with external ministries and organizations for kids ministry events such as camps, retreats, missions/service projects, etc.