

Kids Ministry Lead

GATEWAY CHURCH | ELK RIVER, MINNESOTA

Status	Part-Time, Hourly (Non-Exempt)
Pay Range	\$24.00 – \$27.00 per hour, depending on experience
Hours	12 – 15 per week, including Sunday responsibilities
Schedule	Sundays 7:30–10:30 AM (first service) + 9–12 weekday hours, flexible
Term	48 weeks per year (August off)
Special Events	Additional paid hours beyond the weekly range
Reports To	Lead Pastor
Supervises	Kids Sunday Coordinator; all Room Leads

Purpose

To build and sustain a healthy, well-staffed volunteer team that makes Gateway Kids a place where children encounter Jesus and where parents trust us with what matters most to them.

This role is fundamentally about people, not programs. Our need is not better curriculum or bigger events. It is a leader who spends the majority of the workweek recruiting, training, and caring for the adults and students who serve.

A Critical Distinction

This position does not hold a standing weekly classroom assignment, and does not own the volunteer scheduling grid.

Classrooms are lead by Room Leads. Scheduling and Sunday administration belong to the Kids Sunday Coordinator.

You will fill in during genuine emergencies, and you should be regularly present in rooms observing, encouraging, and coaching. You will not be the permanent teacher of any room.

Primary Responsibilities

Volunteer Recruiting & Development

- Identify, personally recruit, and onboard new volunteers on an ongoing basis — not seasonally, not only when a gap opens
- Maintain a written recruiting pipeline with annual growth targets
- Run background checks and maintain child protection compliance records for every serving adult and student
- Lead volunteer training at least twice annually
- Know every volunteer by name and know something true about their life

Team Supervision

- Recruit, train, develop, and evaluate Room Leads

- Supervise the Kids Sunday Coordinator, including weekly check-in and schedule review
- Hold annual commitment renewals and all performance conversations
- Coach and observe during ministry program

Sunday Morning Leadership — First Service

- Set up Kids Ministry space and lead Kids Ministry during first service, on site from 7:30 to 10:30 AM
- Ensure check-in runs smoothly and that every room meets Gateway's safety standards at all times
- Hand off to the Kids Sunday Coordinator (This role leads the 9:00AM church service, the Kids Sunday Coordinator leads the 10:30 service)
- Troubleshoot, encourage, and connect with parents

Ministry Oversight

- Oversee Gateway Kids programming
- Order and manage Answers Bible Curriculum materials and classroom supplies
- Communicate with parents through Church Center and direct contact
- Own incident reporting for Kids Ministry and route reports to the Lead Pastor same-day
- Document room procedures, onboarding steps, and safety protocols in Gateway's OneNote SOP notebook as they are built
- Participate in staff meetings and planning

Understanding the Hour Range

12 hours is a normal week. 15 hours is a heavy week — training sessions, onboarding pushes, ministry launches, or unusual coverage problems.

The range describes real variation in the work. It is not a target to hit every week. Hours beyond 15 require advance approval from the Lead Pastor. We will review actual hours together at 60 and 120 days; if the top of the range is being reached consistently, we will either raise the range or reduce the scope.

This position is non-exempt. Hours are recorded and paid as worked.

Special Events

VBS (July) and family events fall **outside** the weekly hour range but are still expectations for this role. These hours are paid at the same hourly rate. Expect roughly 65 event hours across the year, most of them tied to VBS.

Note that VBS preparation — recruiting, registration, and volunteer training — typically begins in spring.

Qualifications

Required

- A growing personal relationship with Jesus Christ and agreement with Gateway's statement of faith
- Demonstrated ability to recruit volunteers
- Genuine warmth with children, parents, and volunteers
- Organizational discipline and consistent follow-through
- Able to pass a background check and complete child protection training

Preferred

- Prior children's or family ministry leadership experience
- Familiarity with Planning Center

- Experience developing volunteers or leading teams in any setting — church, education, nonprofit, or business

How Success Will Be Measured

- Active volunteer count has grown, with reduced dependence on any single individual
- A trained bench of classroom teachers exists beyond the minimum needed to cover Sundays
- Sunday gaps are filled during the week, not on the morning of
- Onboarding, room procedures, and scheduling are documented and transferable
- Volunteers report feeling known, prepared, and appreciated
- Kids report a fun, gospel-saturated experience that they want to attend again

To Apply

Send a resume and a brief note about your interest to Jeff at jeff@gtwy.live.

This position requires an interview, references, and a background check prior to hire.

Gateway Church is a member of the Christian and Missionary Alliance.