

Kids Ministry Manager Job Description

Summary: The Kids Ministry Manager provides administrative, communications, and team development support in alignment with the Kids Ministry Pastor to accomplish the mission and objectives of the church.

Key Responsibilities:

1. Administration (70%)

- a. Maintain an organized and updated database of teams and team members within Planning Center.
- b. Facilitate team scheduling under the direction of the Kids Pastor.
- c. Assist with maintaining the Kids Ministry calendar in alignment with the church's master calendar.
- d. Order, organize, and distribute supplies and other materials necessary for Kids Ministry programs.
- e. Timely decision making and problem solving in administrative matters, ensuring objectives and requirements are met prior to deadlines and under budget.
- f. Manage comprehensive and effective check-in and follow-up processes for kids ministry events.
- g. Produce Kids Ministry Handbooks and assist with team training as needed.
- h. Manage special event logistics, including but not limited to registrations, payments, communications with event venues, drivers, shopping for supplies, etc.
- i. Undertake research, provide sound advice, and develop appropriate reporting as required.

2. Communications (20%)

- a. Manage the editing, printing, and uploading of weekly curriculum and video.
- b. Assist with writing and editing consistent and excellent communications with leaders, parents, and kids through a variety of tools (email, social media, website, calendars, weekly updates, service guides, etc.), aligned with the church's communication strategies.
- c. Be a spokesperson and champion for the Kids Ministry inside and outside of the church.

3. Team Support (10%)

- a. Provide administrative support as needed to the Kids Pastor.
- b. Assist the Kids Pastor in team development and encouragement.
- c. Other duties as assigned to advance the mission of the church.

Key Qualifications:

- Member of Five Lakes Church, or willing to become one.
- Outstanding communication skills (written and oral); positive, cooperative, courteous and professional.
- Computer skills—familiar with Apple products (or willing to learn) and possessing an aptitude for learning new software. A champion for technology in the Kid's Ministry.
- Moves beyond identifying problems to solving them.
- Excellent time management and organizational abilities, able to work both independently and collaboratively.
- Positive, cooperative, self-motivated, team-oriented, and maintains a professional attitude.
- Able to maintain a high level of confidentiality.

Accountability: The Kids Ministry Manager reports directly to the Kids Pastor for supervision and evaluation.

Availability:

- This is a full-time exempt position, averaging 40-45 hours per week.
- Primary work days are Sunday through Thursday.
- Availability for Kids Ministry events and church events including Easter, Christmas Eve, conferences, etc.