

Children's Director

Redemption Hill Church (RHC) Status: Part-Time (10–12 Hours/Week) | **Compensation:** \$1,200 /Month (Salaried) // **Reports to:** Lead Pastor

Mission

The Children's Director at RHC plays a vital role in discipling the next generation and supporting their families. Under the vision of the RHC elders, this leader provides direction and oversight for all RHC Kids environments. The focus of this role is to cultivate spaces where children grow in the knowledge and love of God, to equip a thriving volunteer team, and to partner with parents as the primary disciplers of their children.

Culture & Character

RHC is a gospel-centered church marked by unity, humility, and joyful mission. The Children's Director should embody the following:

- **Gospel-Driven:** Views children's ministry as intentional discipleship rather than mere childcare.
- **Relational:** Cultivates meaningful, warm connections with children, parents, and volunteers.
- **Unified:** Pursues harmony with staff, elders, and deacons, modeling Christlike character.
- **Organized:** Creates a welcoming, prepared environment that reflects the excellence of the Gospel.

Schedule & Hours

This role requires approximately **10–12 hours per week**, utilizing a blend of onsite and remote work.

Onsite Hours:

- **Sundays:** 8:30 AM – 12:00 PM
- **Tuesdays:** 9:00 AM – 12:00 PM (Staff Meeting at 10:00 AM)
- **Wednesdays:** 9:00 AM – 12:00 PM (Prep & Administration)

Remote Hours:

- 1–2 hours weekly for digital communication and scheduling.
- *Note: Hours may increase during peak seasons*

**As RHC grows, consistent physical presence may become increasingly important.*

ROLE PRIORITIES & RESPONSIBILITIES

To ensure this position remains healthy and sustainable at approximately 10-12 hours per week, responsibilities are organized into three priority tiers. These tiers clarify what must be completed weekly, what occurs seasonally, and what is done as capacity allows.

Volunteer Scheduling & Communication

- Schedule monthly volunteers through Planning Center (create & maintain an organized matrix)
- Ensure cancellations and blockouts are addressed well before Sunday
- Serve regularly in the children's ministry (one time per month)
- Send weekly reminders and communicate any needed updates volunteers
- Provide weekly encouragement for volunteers
- Create and maintain a family discipleship page (or newsletter) on our website for parents to engage with at home.
- Email parents weekly with a lesson recap and family discipleship resources
- Ensure volunteer training is provided at least twice per year
- Attend and participate in staff meetings

Curriculum & Sunday Preparedness

- Oversee printing and preparation of lesson materials and videos for all classrooms
- Ensure each room has an engaging lesson and craft, as well as organized resources; communicate these clearly to volunteers
- Email lead teachers their lessons no later than Friday
- Ensure all classroom materials are stocked (diapers, wipes, snacks, water, supplies)
- Ensure toys, tables, cabinets, and counters are disinfected before and after service
- Arrive early to set up rooms and remain afterward to thank volunteers and ensure rooms are reset for the week

Events

- Plan, Implement, and execute VBS each summer with team of volunteers
- Plan, Implement, and execute the yearly RH Kids Christmas events with team of volunteers
- Plan, Implement, and execute Move-Up Sunday each year with help from pastoral assistant
- Help Plan, Implement, and execute Oktoberfest with the other staff and volunteers
- Help Plan, Implement, and execute any other events that could support the discipleship of children with other staff and volunteers

Leadership & Development

- Assist in identifying a potential Children’s Assistant/Deacon to support scheduling, communication, and care
- Provide input on children’s ministry procedures and communicate updates to volunteers
- Fill volunteer roles on Sunday mornings as needed

ROLE QUALIFICATIONS

Faithful Church Membership

- Must be a committed member of RHC pursuing the membership covenant
- Should model faithfulness, involvement, and discipleship (participating fully in the RHC discipleship process)

Regenerate Heart & Spiritual Maturity

- Evidence of conversion and a growing walk with Christ
- Demonstrated obedience to Scripture and consistent spiritual growth

Character & Competence

- Humility and teachability—able to receive correction and collaborate well
- Strength under control—competent and confident without pride, grounded in submission to Scripture and the elders
- Skill in conflict management—able to diffuse tension, navigate complaints, and handle sensitive situations with grace

Organizational Ability

- Highly organized, detail-oriented, and able to manage multiple systems and schedules
- Ability to build teams that compensate for personal limitations
- Commitment to excellence as the church grows and complexity increases

Lifelong Learner

- Eager to grow in biblical knowledge and ministry skills
- Willing to pursue ongoing training, reading, and development
- Able to work independently and initiate tasks proactively

Gospel Aspiration

- A desire to serve Christ and His church—not motivated by recognition, but by the joy of seeing disciples made