

PRAIRIEVIEW

COVENANT CHURCH

KIDS MINISTRY DIRECTOR

As the Kids Ministry Director, you will provide leadership and vision for fostering the spiritual growth and development of children (birth through 5th grade) within our church community. You will oversee the planning, coordination, and execution of programs and activities that engage, educate, and inspire the next generation in faith. This role includes recruiting and equipping volunteers, communicating with families, and ensuring a safe and welcoming environment for all children. The Kids Ministry Director reports to the Senior Pastor.

RESPONSIBILITIES

- 1. Program Development:** Provide leadership for the church's nursery, preschool, and kids ministry, ensuring all programming and events align with the mission and vision of the church. Oversee the selection and implementation of curriculum and activities that foster spiritual growth and relational connection. Plan and/or coordinate children's participation in church-wide events as able (e.g., Summer Celebration activities, kids choirs, special kids messages at Christmas and Easter).
- 2. Volunteer Coordination:** Recruit, train, and support volunteers for all kids ministry programs and events. Coordinate volunteer schedules, ensuring adequate coverage and preparation each week. Provide ongoing encouragement, guidance, and appreciation for all volunteers.
- 3. Family Engagement:** Build a meaningful connection with children and their families. Communicate regularly with parents and families about upcoming events, curriculum, and ministry updates through various channels (e.g., email, text, printed materials). Partner with parents to help them nurture their children's spiritual growth at home.
- 4. Worship Service Participation:** Occasionally assist with worship services as able (e.g., welcome & announcements, children's messages at special services, coordinating potential kids choir) to foster visibility, connection, and integration of kids into the life of the congregation.
- 5. Administrative Tasks:** Develop and maintain the kids ministry calendar, curriculum resources, Sanctuary kid bags, and supply lists. Oversee compliance with church safety and child protection policies. Submit a monthly ministry report to the Senior Pastor for the church council.

QUALIFICATIONS

- Strong faith in Jesus and dedication to following the teachings of the Bible in alignment with Prairieview and the Evangelical Covenant Church.
- Strong organizational and interpersonal skills, with the ability to recruit, train, and lead effectively with volunteers and team members.
- Experience in children or youth ministry, education, or a related field is preferred.
- Knowledge of child development, learning styles, and effective teaching methods is preferred.
- Quality communication and interpersonal skills.
- Able to work during the designated program times (currently Sunday mornings), as well as occasional special events as needed.
- Experience with or ability to learn the software used by the church which includes Google apps, Canva, Breeze, Asana, and other programs as needed.
- A willingness to pursue membership with Prairieview and collaborate with others in the church community.

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COMPENSATION

- This is a part-time, paid position starting at \$20 per hour at 20 hours per week.
- 20 hours of paid-time off (PTO) per year. Hours are mostly flexible, but because Sunday morning is the primary gathering time for families and the core setting for Kids Ministry programming, the Kids Director is expected to be present on most Sundays, with no more than four Sunday absences per year. Any additional Sunday absences must be discussed in advance with the supervisor.
- Also included are annual paid holidays off (PHO) for employees: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Refer to the employee handbook for more information.
- Funding for continuing education and other staff expenses provided.

Kids & Youth Ministry Chair Structure

As our Kids Ministry continues to grow rapidly, we're exploring a transition from volunteer-led oversight to a part-time staffed position. This shift reflects both the expanding needs of the ministry and our desire to support sustainable growth. Currently, the Kids & Youth Ministry Chair on the Council oversees both ministries, but with the addition of staff leadership for Kids Ministry, it's important to clarify what the Council role should look like moving forward.

Below is the recommendation for council adjustments once this position is hired:

Refocus the Chair Position to Focus Solely on Youth Ministry

As part of this transition, we would adjust the current Council position by removing the kids ministry elements, which would now be overseen by a new staff role, and refocus the Council position on building and strengthening our youth ministry. Katie would be welcome to continue volunteering in the kids ministry as desired, but the Council role would shift to provide primary leadership and oversight for the youth ministry moving forward. This adjustment creates clearer role definition and healthier ministry structure, allowing for the Kids Director to carry the direct responsibility for planning, leadership, and execution of our Kids Ministry. Separating these roles helps prevent overlap or confusion between responsibility and ownership of kids ministry.

While this change does mean that Kids Ministry would no longer have a dedicated, voting seat on Church Council, transparency and communication would still be maintained. The Kids Ministry staff person would be expected to submit a monthly report to Council. Likewise, while the staff position would not be expected to use weekly work hours for regular Council meetings, this person could be invited to attend Council meetings as needed for specific discussions or updates. Any guidance, feedback, or follow-up from Council would then be communicated through the Pastor, who serves as the staff member's supervisor and meets weekly with staff.

Maintaining this structure avoids placing a staff member in a dual role of both governing and being supervised, which could create confusion or a conflict of responsibility. This approach supports clear accountability, healthy leadership relationships, and best practices in church governance, while ensuring both kids and youth ministries remain well-supported and aligned with the overall mission of the church.