



JOB DESCRIPTION

Job Title: DC Kids Associate Pastor (Sand Lake Campus)

Positions Reports To: DC Kids Pastor/Director

Status | Full-Time Up to 40 hours per week

Summary:

- Provide relational and pastoral care for kids, families, and volunteers at the Sand Lake campus in partnership with the DC Kids Pastor.
- Lead the DC Kids ministry at the Sand Lake campus with the support of DC Kids Administration, Site Coordinators & KidCare Coordinators, ensuring a smooth and seamless experience for staff, volunteers, kids, and families of Discovery Church.

Educational Requirements

- Bachelor's degree in ministry, education, or relevant field.

Experience Required

- Several years of experience in full-time kids' ministry/leadership.
- Experience in administration, coordination, and event planning.
- Experience in recruiting, training, and managing teams.

Primary Responsibilities

Staff Leadership

- Provide support for the Site Coordinator and KidCare Coordinator(dotted line)

Volunteer Leadership

- Provide ongoing care and leadership for DC Kids volunteers.
- Develop meaningful relationships, and encourage and support the DC Kids volunteers.
- Manage all workflows to onboard new volunteers.
- Provide all pastoral care and training for new volunteers and existing volunteers.
- Manage all volunteer scheduling for weekend services, events, and other facility needs.

Campus Leadership

- Be the face of DC Kids at the Sand Lake campus.
- Shepherding: build connections and relationships with kids.
- Provide pastoral leadership of the weekend service in Kid's Church (elementary) and be a part of the Teaching Team's monthly rotation.
- Give leadership to and manage small groups and classes.
- Partner with DC Kids Admin and Site Coordinator to ensure all curriculum, resources, and supplies are available for weekend services, events, and facilities.
- Manage all scheduling, registration, and Check-Ins, and give leadership to the Welcome Team/First Impressions (Hospitality), Nursery, Preschool-Kindergarten, and Elementary Teams for weekend services, events (baptism, Parent-Child Dedication, Gathering, Night of Worship, et al.), and other facility needs.



Campus Leadership continued...

- Partner with other Ministry administrations regarding room usage, any overlaps, or conflicts.
- Give leadership to all DC Kids events (local and global) hosted on Sand Lake Campus (i.e., baptism, Parent-Child Dedication, the Gathering, summer camp, et al.)
- Partner with KidCare Coordinator as a support and as it relates to shared resources.
- Partner with parents in discipling and raising their children in partnership with the Family Life pastor

Basic Qualifications

- Excellent verbal and written communication skills.
- Strength in relationship building.
- Strong time management skills.
- Strong organizational skills.
- Ability to multitask.
- Ability to work independently.
- Attention to detail and problem-solving skills.
- Proficient or some experience in Microsoft Products (Office 365):
 - MS Excel
 - MS Outlook
 - MS PowerPoint
 - MS Word
 - SharePoint
 - MS Teams
- Planning Center Online experience.

Additional Qualifications

- Called to and passionate about Kids Ministry
- Loves people; loves kids
- Pied Piper
- Energetic
- Understands commitment
 - Weekends, Christian holidays
 - Kids ministry almost always runs parallel with adult ministry
 - Flexibility with emerging ministries