

JOB TITLE | DC Kids Associate Pastor

MINISTRY | DC Kids

REPORTS TO | DC Kids Pastor

STATUS | Full Time | Salaried

SUMMARY OF CONTRIBUTION

Provide relational and pastoral care for kids, families, and volunteers in partnership with the DC Kids Pastor. Lead the DC Kids ministry 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.

RESPONSIBILITIES

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

- 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.

REQUIREMENTS

- 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.

EXPERIENCE DESIRED

- Bachelor's degree in ministry, education, or relevant field.
- Several years of experience in full-time kids' ministry/leadership.
- Experience in administration, coordination, and event planning.
- Experience in recruiting, training, and managing teams.

Campus Leadership responsibilities continued...

- Partner with other Ministry administrations regarding room usage, any overlaps, or conflicts.
- Give leadership to all DC Kids events (local and global - 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.

IMPORTANT COMPETENCIES

- Strong personal commitment to Jesus Christ
- Called to and passionate about Kids Ministry
- Strength of working in teams.
- 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

BRIEF

We are looking for an individual that displays the competencies above but also exudes high character. This individual holds themselves to a biblical standard that is above reproach and honors God in their words and actions. They work to achieve and maintain a high degree of chemistry with all they interact with.