

JOB TITLE | DC Kids Associate Pastor | Elementary | Sand Lake

MINISTRY | DC Kids

REPORTS TO | Family Life Pastor

STATUS | Full Time | Salary

SUMMARY OF CONTRIBUTION

- Help shape and implement a ministry strategy for Elementary Ministry (1st-5th) to fulfil our vision of inspiring Kids to fearlessly live and love like Jesus.
- Lead the DC Kids ministry serving 1st-5th aged kids and their families 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.

RESPONSIBILITIES

Volunteer Leadership

- Build a strong and thriving volunteer team to serve the Elementary ministry.
- Provide ongoing care and leadership for DC Kids volunteers serving on the Elementary Ministry Team.
- Develop meaningful relationships with DC Kids volunteers serving on the Elementary Ministry Team.
- 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 with a special focus on Elementary Ministry.
- Shepherding: build connections and relationships with kids and families.
- 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.
- Strategy – including 4/5th grade ministry.
- Partner with DC Discipleship Pastor 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 Elementary Team for weekend services, special events (baptism, Gathering, Night of Worship, DC Kids Camp), and other facility needs.
- 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.
- Provide pastoral leadership to Gatherings, Night of Worship, DC Kids Camp and other events in Kid's Church (Elementary).

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).
- 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.

CORE COMPETENCIES – ELEMENTARY

- **Children's Champion:** A children's champion reflects and demonstrates God's love for kids by prioritizing their safety and security, and cares for them in a way values their spiritual, emotional, and social development.
- **Owner/Operator:** An owner/operator takes full responsibility for the successful growth and execution of the experience in his/her area of ministry.
- **Activator:** An activator is an action-oriented individual who transforms strategic plans, innovative ideas and decisions into action.
- **Collaborative Leader:** A collaborative leader works effectively, both within a team and among diverse teams or departments, to create an environment where ideas and decisions are jointly developed, owned and executed.
- **Creative Communicator:** A creative communicator demonstrates a passion to communicate God's truth through new, innovative, artistic approaches.

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.