



POSITION FOCUS DESCRIPTION

Title: Kid's Minister
Department: Family Ministries
Reports to: Family Ministries Pastor
Term: Permanent, Full Time

Overall Position Description

The Kid's Minister is an integral part of the entire Family Ministry staff team and will be the main advocate for all ministries for children birth through fourth grade. This position has oversight of all ministries and staff who engage with ministry to children. The Kid's Minister maintains a firm grasp on the purpose, vision, values, and strategic initiatives of Olathe Bible Church in order to ensure that all children's ministries are properly aligned with, and fully supportive of those initiatives.

Main Qualifications

- Have a strong, personal and growing walk with the Lord
- Is a proven Disciple Maker
- Has a heart for kids and their parents
- Has proven ability to lead leaders and give direction
- Proven ability to take initiative
- Comfortable teaching children and being in front of large groups of people
- Understands the benefits of working as a team and engages as a team player
- Has formal education and/or significant experience with children's ministry

Key Focus: Member of Olathe Bible Church Ministers and Pastors Team (MAPs)

Be a core participant of the team helping to set and execute the vision of Olathe Bible Church

- Be a current member of Olathe Bible Church or willing to become a member
- Be the main advocate for Kid's Ministry on the Ministers and Pastors team
- Attend Ministers and Pastors meetings as assigned by the Executive Pastor
- Be an active member of Olathe Bible Church staff by participating in staff gatherings

Key Focus: Member of OBC Family Ministries Team

Be a core participant of the team helping to set and execute the Family Ministries strategy

- Be the main advocate for Kid's Ministry on the Family Ministries team
- Attend family ministry meetings as assigned by the Family Ministries Pastor
- Meet regularly with Family Ministries Pastor for strategic planning and ministry updates

Key Focus: Provide leadership and direction of Kid's Ministry

Cast vision and set direction for the Kid's Ministry department as it fits within Olathe Bible Church

- Provide the main vision for Kid's Ministry department so that each area of Kid's Ministry is aligned to the same overarching goals
- Oversee the Kid's Ministry and help give direction for the various children's ministries. (For example: help with calendaring, advice on programming and curriculum, event planning)

- Regularly conduct all Kid's Ministry staff meetings to give direction, oversight, and relay all church goals and vision
- Make sure the Biblical institution of family is championed within the Kid's Ministry
- Be a liaison between all areas of children's ministries to ensure that curriculum and teaching is cohesive throughout
- Pray regularly for each Kid's Ministry and corresponding leaders

Key Focus: Ministry with Kid's Ministry Volunteer Leaders and Parents

Come alongside and support Kid's Ministry staff in ministry to volunteer leaders and parents

- Continually be looking for and recruiting new leaders to help with the Kid's Ministry
- Come alongside other kid's staff to train, equip, and work with volunteer leaders
- Lead the leaders in a strategic planning process, ensuring that vision implementation and goal setting champion the purpose, vision, and values of Olathe Bible Church
- Ensure all leaders meet requirements set by the church and the Kid's Ministry department
- Communicate regularly with leaders to keep them informed and encouraged
- Provide regular resources for parent's to be aided in the task of being a Godly parent
- Communicate regularly with parents to keep them informed and encouraged
- Pray regularly for the Kid's Ministry leaders and parents

Key Focus: Oversight of Kid's Ministry large events and programs

Provide oversight for staff of Switch Kids in planning and implementing large events and programs

- Provide oversight with help of Family Ministries Pastor in deciding what large kids events to do each year (Kid's Camp, Trunk or Treat, etc.)
- Organize Kid's Ministry staff to cover needs and tasks of each event
- Oversee curriculum/theme message for each event to make sure purpose of event is reached
- Order supplies for events as needed
- Be the main director during events overseeing all operations
- Organize and lead midweek large group programming

Key Focus: Administration

Help provide administration within Kid's Ministry

- Send various emails to help keep staff and parents informed
- Work with Communications Minister to produce Kid's Ministry related materials
- Respond to parent/leader emails and calls as needed
- Oversee and adhere to the approved Kid's Ministry budget.

Minimum Qualifications:

- Working knowledge of standard office equipment, procedures, and practices
- Proficiency with Microsoft Office Suite, email, and internet usage
- Ability to learn to use Fellowship One, ServiceU, Robly and other software
- Ability to work under pressure to meet deadlines
- Good communication and conflict resolution skills
- Maintain a positive and uplifting demeanor
- Work independently in the absence of direct supervision
- High flexibility regarding work hours, tasks, supervisory styles and assignments
- Willingness to become a member of Olathe Bible and regularly attend services
- Ability to lift and carry up to 30 lbs