



# PRINCETON ALLIANCE CHURCH

*Know God • Develop Community • Bring Hope*

## PAC Kids Ministry Leader

The PAC Kids Ministry Leader is a member of the Family Life Team (FLT) that supports the PAC Kids, Youth, Young Adults, Community Groups, Global Outreach, and Pastoral Care ministries. His/her work is accomplished in a highly organized, detail-oriented manner that also demonstrates flexibility and strong interpersonal skills and he/she discharges all duties in accordance with the mission, vision, and values of PAC. This individual will report directly to the Family Life Team Leader.

The Kids Ministry Leader is a full-time salaried, non-exempt position responsible for running and overseeing the Kids Ministry, which includes Elementary and Promised Land. Equally important though is helping parents navigate a child's life. He/she also provides support for the other FLT members as needed and determined. The individual provides experience and expertise in the following areas:

### Requirements

- Holds a minimum of a Bachelor's Degree with 30 credits minimum in Bible/Theological/Ministry training; Master's preferred in theology or education
- Has or will pursue licensing and ordination/consecration in the Christian & Missionary Alliance within the first six months of hiring
- Experience with developing leaders and volunteers of all ages
- Experience with working well with parents of children
- Experience with pastoral responsibilities (i.e. work with teens preferred)
- Parenting experience preferred

### Key Responsibilities in Kids Ministry

- Provide and promote a clear and compelling vision for PAC Kids that includes ministry to both parents and children
- Ensure a safe and secure environment for all of our Kids Ministry programs and events
- Train, equip, and lead parents to better disciple their children in a changing digital age
- Minister to the families of our children and volunteers by offering care and support when facing challenging situations
- Create a Kids Ministry Playbook that covers all areas of the ministry including vision, rhythms, security, and events
- Manage and develop the Kids Ministry Coordinators
- Empower and support Coordinators to plan and coordinate weekly Sunday experiences, Kids Summer Camp, and other major events
  - Focus on the safety and security of the children
  - Ensure the gospel is presented in age-appropriate fashion
  - Provide parents with follow-up to help them lead their children
  - Train and equip volunteers to lead healthy biblical discussions
- Serve as a partner in the development of our Discipleship Pathways team and program

- Collaborate closely with our Community Groups Ministry to offer parenting related Community Groups (including but not limited to MOPs)
- Focus on local and global outreach by partnering with Global Outreach and our Community Engagement Team to train and equip children and families
- Create and be responsible for the annual Kids Ministry budget
- Evaluate all aspects of Sunday gatherings, Camp, training sessions, and other events
- Partner with other PAC teams to accomplish ministry goals if necessary and beneficial
- Oversee childcare provider pool and childcare procedures
- Manage any Residents and Summer Interns as appropriate
- Ability to adapt to the changing needs of growing ministries
- Contribute to the continuous improvements of our organization, especially within the FLT
- Other duties as assigned

### **Communication/ Coordination**

- Communicate with the Family Life Team Leader regarding victories and challenges
- Consistently contribute to the regular Team Meetings and discussions
- Practice timely, complete, and confidential communication

### **Team Development**

- Be a team player with a positive attitude looking to improve the Team rather than criticize without constructive feedback or recommendation
- Attend Team meetings on a regular basis (monthly) for evaluation, vision casting, strategy alignment, and team development
- Train other pastors and staff to better understand the needs and trends of younger generations
- Build genuine and effective relationships with staff, volunteers, and community

### **Personal Development**

- Have a consistent pattern of Sabbath (intentional, worshipful time to recover away from work and connect with Jesus)
- Pursue professional development through a variety of resources such as publications, building relationships with others in similar ministries, and attending conferences/seminars
- Meet with the Family Life Team Leader regularly regarding personal development goals and ministry-related accountability
- Attend one weekly Sunday service with his/her family
- Be a member of a Community Group
- Give regularly to both the Local and Global Ministry Funds
- Discharge all duties in keeping with a holistic, healthy, and balanced life

In addition to excellent communication and organizational skills, he or she possesses a/an:

- Vibrant personal relationship with Jesus
- Passion to champion the role of the local church
- Willingness to serve others in humility
- Commitment to professional and personal excellence
- Collaborative approach and a team mentality

- Ability to multitask and meet deadlines
- Creative spirit and a passion for innovation
- Track record for consistency and reliability
- Ability to “self-start” (i.e., recognize a need and initiate an appropriate response)
- Knack for resourceful problem solving

In conjunction with his or her daily responsibilities, the Kids Ministry Leader also participates in regular staff development activities such as staff prayer, staff meetings, and staff retreats.