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## POSITION DESCRIPTION

**TITLE:** Director of Ridge Kids

**POSITION TYPE:** Full Time (40 Hours)

**ACCOUNTABILITY:** Pastor Of Connections and Community

**PRIMARY DUTIES:** To provide leadership to the Children's Ministries of Ridge Church in order that we help the next generation know Jesus and live for Him.

### Key Responsibilities

1. Providing overall leadership and direction to the Children's Ministries at Ridge Church.
2. Recruit, equip and support ministry volunteers as they teach children to follow Jesus.
3. Equip and provide support to parents as they teach their children to know and follow Jesus.
4. Build opportunities to connect with families outside of Ridge Church, so that our city can know Jesus.

### Tasks by Responsibility

#### Children's Ministry - 75%

- Give oversight and overall direction to the Children's Ministries at Ridge Church within the broader vision and direction of the church.
- Recruit, train, support and give vision to the volunteers who serve in the Young Family Ministries.
- Provide oversight and direction to the curriculum and teaching within the Children's Ministries.

- Develop and implement opportunities to reach the community through caring for and ministering to their children (i.e. VBS, Kids Night Out, etc.)
- Develop opportunities to help families get into community within the church (Ex. Community Groups that accept children, Mom's Group, etc.)
- Ensure that Sunday Children's programming is running effectively where volunteers are scheduled for Sundays, that classrooms are safe, clean and that the necessary supplies are available.
- Oversee staff or interns that serve in the Children's Ministries Department.

### **Young Families - 10%**

- Provide resources and support for families as they raise their children to follow the Lord.
- Be available to meet with and to counsel young families as they experience hardship and struggles in their lives.
- Develop opportunities for families to serve together and to go on missions together either locally or globally.

### **Other Ministry – 15%**

- Provide leadership or support to a ministry area that fits with the candidate's giftings and skill set. This specific ministry area will be determined by the Lead Pastor and Pastor of Connections & Community with open dialogue with the candidate during the interview process.

### **General Comments**

#### **Responsibility to God:**

- Love God with heart, soul, strength, and mind
- Joyfully respond to God's call to ministry
- Maintaining a fresh relationship with God through appropriate spiritual disciplines
- Servant leader as per Jesus' model
- Faithful steward of financial resources

#### **Responsibility to Self & Family**

- Vital, growing relationship with spouse if married
- Integrity, high moral & ethical character
- Maintain personal health through recreation & relaxation
- Manages his or her financial matters with integrity

- Grow in ministry effectiveness through reading and ongoing education.

### **Education and Experience**

- 2+ years of experience in a management and/or leadership position
- A Degree in Biblical Studies or Christian Ministry Studies would be an asset
- A willingness to continue to grow and learn

### **Compensation**

- Annual salary between \$55,000 - \$62,000 depending on qualifications
- 5% RRSP contribution
- Fully covered benefits package
- Monthly phone bill contribution of \$75

### **Final Note**

- The position of Director of Young Family Ministries requires great flexibility in hours available for work, including evenings and weekends. Sundays are considered part of the work week as they are the focal point for this role.
- All salaried staff members at Ridge Church are paid based on a 40 hour work week. However, those in leadership or pastoral roles at Ridge Church are expected to work additional hours in keeping with the voluntary service given by a layperson.
- Due to the nature of this position, flexibility at specific times and seasons to accommodate ministry events will be necessary. A basic weekly work schedule will be agreed upon with the direct supervisor.