

# Brookside

**KIDMIN PASTOR**

**FULL-TIME**

## OUR MISSION

Brookside Community Church in Fort Wayne, Indiana, is a Jesus-centered church committed to building Jesus-Centered homes through healthy relationships resulting in Gospel-saturated communities.

## VISION & PURPOSE OF ROLE

The KidsMin Pastor will lead and direct the Kids Ministry of Brookside Church, developing and overseeing programs that help kids grow into healthy followers of Jesus. This includes developing effective systems, compelling programs, and equipping volunteers to provide a safe environment for our children. Additionally, the KidsMin Pastor will be a primary voice and advocate for the needs of kids at Brookside.

**Classification:** Salaried, Exempt

**Average Hours/Week:** 40 Hrs/Wk

## QUALIFICATIONS AND EXPECTATIONS

- Acknowledge Jesus Christ as personal Lord and Savior.
- Demonstrate personal maturity and godliness, growing in conformity to the image of Christ.
- Become a member of Brookside Church.
- Experience in developing and working in team-based ministries.
- Maintain open communication with Pastoral Staff.
- Must be strategic in custom-fitting the Brookside Vision to Kid's Ministry.
- Must be compassionate, sensitive, and inviting to families.
- Must have a contagious excitement that draws families and volunteers.
- Must be able to develop and maintain ministry on both physical and virtual platforms.
- Associate or Bachelor's degree in Children's Ministry, Elementary Education, Early Childhood or 3 – 5 years of equivalent work experience.
- Must have the passion and ability to teach in such a way that children of all ages are engaged and drawn into the message.

- Excellent communicator (both written and verbal) and creative thinker.

## ROLES AND RESPONSIBILITIES

### SUNDAY MORNING EXPERIENCE

- Work with and oversee teachers and volunteers to implement lessons, activities, and supervision for all classes during Sunday services
- Ensure a timely and accurate check-in process for parents and children
- Assist with Planning Center registration for visitors and new parents
- Ensure all classrooms are equipped with supplies and procedures prior to the start of class
- Create and share resources to help families worship at home

**ROLES AND RESPONSIBILITIES****LEADERSHIP AND VOLUNTEER DEVELOPMENT**

- Resource and disciple parents as they pursue a Jesus-Centered Home.
- Recruit and equip volunteers to teach/serve in KidsMin.
- Lead volunteer teams to minister through excellent planning, communication, training, and vision casting.
- Fill absentee volunteer positions through recruitment, background checks, assigning roles, training, creating name tags, etc.
- Support volunteers by providing encouragement, resources, feedback, and demonstrations of appreciation
- Continually assess needs and flow of all points of KidsMin contact and make adjustments where appropriate to best serve the congregation.
- Coordinate with parents and volunteers to provide support and accommodations for children with special needs.
- Attend weekly staff meetings.
- Receptively listen to suggestions and concerns from parents and volunteers.
- Lead quarterly volunteer leadership team and parent advisory board meetings.

**ADMINISTRATIVE**

- Create/organize curriculum for Sunday classes.
- Develop and implement classroom procedures for all classes.
- Check and promptly respond to emails, voicemails, and mail received.
- Ensure thorough and efficient communication with parents regarding updates and curriculum details via newsletters, emails, and social media.
- Maintain current records and databases for volunteer contact information, applications, and background checks through Planning Center.
- Create and maintain a file for events with event information, a detailed timeline, and notes suggesting enhancements and things that went well so that the event can be easily planned again, changed, or duplicated for the next year.
- Create and maintain a KidsMin Manual with policies and procedures; update annually.
- Purchase any ministry supplies as needed.
- Create and coordinate events for families and children, including midweek events.
- Assist other church staff as needed.