



# CHURCH OF THE INCARNATION

## Kids Ministry Director | Job Description

**Supervisor:** Chris Hansen, Executive Director

**Status:** Part-time, 20 hours per week

**Starting Date:** Spring/Summer 2025

**Role:** The Kids Ministry Director provides leadership, vision, and organization for Incarnation's ministry to children from birth through 5th grade.

### Skills Required

- Leadership
- Shepherding
- Communication
- Teamwork
- Creativity
- Organization
- Basic Tech Skills
- Problem-solving
- Flexibility/Adaptability

### Qualities Desired

- Mature, active, growing relationship with Jesus; strong love of God and people; dedication to spiritual growth of self and others.
- Close theological alignment with the belief and practices of Church of the Incarnation and commitment to her mission in the Fox Valley.
- Self-starting (i.e., recognize a need and initiate an appropriate response).
- Ability to organize and manage multiple projects at the same time and meet deadlines.
- Team mentality, collaborative approach to ministry.
- Creative spirit and courage to take calculated gospel risks.
- Ability to receive direction and feedback.
- Professionalism, friendliness, and poise when communicating with parents, kids, and volunteers.

## **Job Duties**

**Lead the Vision.** The Kids Ministry Director provides leadership and vision for Incarnation's ministry to children (birth-5th grade), seeking ways to serve the overall vision to see the rebuilding of a spiritual home where people in the Fox Valley find renewal in Jesus.

1. Cast and implement a compelling and practical vision for spiritual formation of the children of Incarnation.
2. Engage in relationships that foster growth in leadership, spiritual vitality, and professional competence:
  - a. Leadership coach, as needed.
  - b. Spiritual director or other pastoral care to promote spiritual health/growth.
  - c. Resources/Training in children's ministry best practices, including potential collaboration with other churches/leaders.
3. Take regular personal prayer days (6x/year).
4. Regularly assess space needed for children in each age group and communicate to Rector or Parish Council.

**Lead the Volunteers.** The Director recruits, screens, inspires, equips, and coaches volunteers who faithfully shepherd children by teaching and modeling.

1. Recruit
  - a. Recruit volunteers to serve in nursery, preschool, and elementary classes.
  - b. Orient potential volunteers to the full screening and on-boarding processes.
2. Screen
  - a. Review volunteer application;
  - b. Call or email character references;
  - c. Conduct background checks;
  - d. Meet with new volunteer one-on-one before the person serves.
3. Inspire
  - a. Meet with new volunteers to get to know them personally and pray over them before they start serving;
  - b. Coordinate a yearly vision gathering to "re-center" volunteers on the vision of Incarnation's kids ministry;
  - c. Give periodic encouragement and vision infusion throughout the year.
4. Equip
  - a. Distribute abuse awareness training to each volunteer;
  - b. Train volunteers in Child Safety Policies;
  - c. Equip volunteers to teach/lead Sunday morning classes;
  - d. Prepare curriculum for volunteers to implement;
  - e. Maintain regular communication with volunteers.
  - f. Pray regularly for volunteers.

5. Coach

- a. Recruit lay ministry leaders to lead events, ministries and initiatives, as their passion, gifts, and maturity align with ministry needs and vision;
- b. Coach lay ministry leaders, meeting regularly to discuss the ministry, reconnect to vision, plan initiatives, and pray together.

**Oversee Ministry Events.** The Director oversees opportunities for children to encounter Jesus and be transformed by the power of the Gospel to become lifelong disciples of Christ who use their spiritual gifts in service of the Church.

1. Oversee Sunday morning ministries (nursery, preschool, elementary).
  - a. Schedule volunteers and coordinate Sunday service calendars (including substitute coverage as needed);
  - b. Select curriculum for each class;
  - c. Coordinate weekly lessons and supplies;
  - d. Curate comfortable and safe environments for each age group;
  - e. Maintain a welcoming and secure check-in process;
  - f. Take attendance, following up with families after extended absences;
  - g. Implement guidelines and policies for child safety and abuse prevention.
2. Oversee childcare for church gatherings.
  - a. Recruit, hire, and oversee any paid nursery workers;
  - b. Coordinate childcare for special events and services.
3. Connect kids ministry to the wider church body.
  - a. Plan/execute kids programming for all-church retreat;
  - b. Collaborate with other Directors towards children serving on Sunday teams.

**Execute Administration.** The Director oversees processes and systems that enable Incarnation's kids ministry to grow in effectiveness and size.

1. Communicate with parents.
  - a. Keep open lines of healthy communication and positive relationships with parents;
  - b. Regularly seek out feedback on initiatives from trusted parents;
  - c. Send regular emails to parents;
2. Collaborate with communications team to highlight children's ministry events.
3. Oversee volunteer management.
  - a. Ensure volunteers move efficiently through the on-boarding process;
  - b. Keep background checks and safety training up to date (renew every 2 years);
  - c. Manage volunteer schedules for Sunday mornings and events;
4. Manage budget.
  - a. Submit yearly budget request;
  - b. Monitor and balance the children's ministry budget.

- c. Provide reimbursement information for volunteers making purchases.

**Collaborate with the Team.**

1. Attend required staff meetings and other required staff events;
2. Honor the conduct and character requirements expressed in our personnel manual;
3. Collaborate with the staff of Incarnation and pray for and carry the vision of our church to see the rebuilding of a spiritual home where people in the Fox Valley find renewal in Jesus.

*To apply, please send a resume and cover letter to Chris Hansen at [chris@incarnationwi.com](mailto:chris@incarnationwi.com)*