



**Job Title:** Kids Ministry Associate Director – Regional Road Campus

**Reports To:** Kids Ministry Director

**Position Status:** Full time (45-50 hours per week)

### **Summary of Position**

The Associate Director is responsible for overseeing the outworking of Mercy Hill Kids at his/her respective campus to ensure effectiveness at leadership investment, gospel engagement, and parent equipping. This will be primarily accomplished as the AD aids in developing and overseeing the kids programming on a campus level, as well as assisting in events and other responsibilities to further the ministry.

### **Character:**

- Models the biblical standard of personal conduct and lifestyle that is expected of all Mercy Hill Church covenant members. (Eph. 4:1)
- Fully participates in the life of the church as an active covenant member by gathering, grouping, giving, and going. (Acts 2:42)
- Submits to and supports the leadership of the church elders. (Heb. 13:17)
- Demonstrates integrity in all facets of life. (Psalms 101:2, 119:1; Prov. 10:9)
- Glorifies God with the humble use of spiritual gifts. (Rom. 12:3-8)
- Pursues an active relationship with God through prayer and the Word. (Rom. 12:12, Col. 4:2)
- Demonstrates an eagerness to repent and believe the gospel. (Matthew 3:8; Mark 1:15)
- Gives regularly and generously of time, talent, and treasure to Mercy Hill Church. (Prov. 11:24-25; Matthew 6:19-21; Acts 20:35)
- Pursues a healthy lifestyle by treating the body as the temple of the Holy Spirit (1 Cor. 6:19-20) and seeks to balance work with rest (Exodus 20:8-11; John 15:5).

### **Culture: Staff Tensions**

1. Committed to excellence and dependent on God
2. Hungry and satisfied
3. Self-starting and team oriented
4. Fun and serious
5. Overly prepared and flexible
6. Focused and approachable



### **Job Competencies**

1. Core Four
  - Interpersonal Savvy: Relating comfortably and openly with diverse groups of people.
  - Collaborates: Builds partnerships with others to meet shared objectives.
  - Ensures Accountability: Holding self and others accountable to meet commitments.
  - Demonstrates Self-Awareness: Understands personal strengths and weaknesses.
2. Tier One:
  - Situational Adaptability: Adapts approach and demeanor in real time to match the shifting demands of different situations.
  - Communicates Effectively: Uses multi-mode communication that is prompt, clear, honoring, professional.
3. Tier Two:
  - Directs Work: Delegates tasks, organizes tasks, and removes obstacles to get work done.
  - Drives Results: Consistently achieves results, even in difficult circumstances.

### **Duties and Responsibilities**

#### **1. Leadership Investment (25%)**

##### **a. Weekly Kids Team Member Care and Communication**

- Follow up with campus Kids Team (including Team Leaders) about specific needs that arise at weekend services.
- Along with the Kids Campus Staff, the Associate Director will work on recruitment and organization of their campus' Kids Team.
- The Associate Director will lead with a shepherd's heart, spending time each week to care well for the needs of kids team members.

##### **b. Leadership Pipeline**

- The Associate Director will develop leaders through the Leadership Pipeline, by identifying and training leaders to fulfill various roles within the ministry
- The Associate Director will be faithful in developing leaders by viewing the upcoming needs of the ministry, and training leaders accordingly.



- The Associate Director will actively promote a culture of shoulder-tapping new team members into serving in MH Kids.

**c. On-Ramp**

- The Associate Director will facilitate the On-Ramp session following the Weekender, as well as oversee application processing and follow-up with recommitments of new team members.

**2. Gospel Engagement (25%)**

*The primary means of Gospel Engagement is at our weekend gatherings. Therefore, the Associate Director will ensure that the various aspects of MH Kids Ministry are functioning with excellence - this includes:*

**a. Kids Team Member Oversight**

- The Associate Director will oversee scheduling for their respective campus, ensuring that ratios are met each weekend.
- The Associate Director will ensure the safety of the Kids Space by overseeing the implementation of MH Kids policies and procedures (i.e. monitoring classroom ratios, Never Alone policy, etc.).
- The Associate Director will coordinate with Kids Staff, Team Coordinators, and Leaders, and Members to communicate pertinent information on a week to week basis and address any specific classroom-oriented needs/concerns.
- The Associate Director will encourage their Kids Team weekly, lead the Care Team, and seek new ways to improve the team culture at the campus.

**b. Service Details**

- The Associate Director will setup the services using the weekly Service Gameplan.
- The Associate Director will have oversight of schedule implementation for each service.
- The Associate Director will implement ongoing worship and programming to the level of excellency expected in MH Kids.
- The Associate Director will be available to the check-in team and troubleshoot any issues that arise.
- The Associate Director will be active in making sure classroom ratios are met and team leaders and members are set up for success.
- The Associate Director will be responsible for upholding standards for MH Kids as it relates to all first time guests (i.e. check in process and FTG gitft/follow-up).
- The Associate Director will be responsible for gathering the necessary information related to the number of kids present, along with first time guests. They will input this data into necessary forms each weekend.

**3. Central Responsibilities (20%)****a. Discretionary**

- The Associate Director will assist the Kids Associate Director with a specific area of Mercy Hill Kids at a central level

**b. Events**

- The Associate Director will assist in various all-church related kids activities (i.e. Kids Week, Weekender)
- The Associate Director will be responsible for all campus-related Kids events

**4. Parent Equipping (15%)****b. Baptism counseling**

- The Associate Director will be responsible for overseeing any counseling necessary for children who express a desire to be baptized.

**c. Family Engagement**

- Weekly investment in and connection to families at Mercy Hill
- As issues arise in various families connected to the Associate Director's campus - they will assist in addressing those issues through counseling and/or resourcing, alongside the Campus Pastor and Kids Director

**5. Logistics (10%)****a. First time guests**

- The Associate Director will be responsible for making sure all data and information is up-to-date relating to first time guests.

**b. Teaching materials**

- The Associate Director will work with Central Support Kids Staff to ensure that all necessary teaching materials are in place weekly for respective team leaders.

**c. Campus Kids Budget**

- The Associate Director will be responsible for purchasing and maintaining the budget for kids at their campus. All budget policies must be followed.

**6. Miscellaneous Responsibilities**

*This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties, including but not limited to the following, may be assigned:*



- Provide assistance with miscellaneous duties during the gathering, including first steps, baptisms, communion, etc.
- Host a table or serve at Weekender and/or Vision Summit events.
- Assist in various ways with large-scale events like Kids Week, Fall Launch, etc.

### **Physical Requirements:**

*Essential job function: Duties [1] through [4] are designated as ADA essential functions and must be performed in this job. All other job duties are secondary functions.*

1. Ability to continuously stand, sit, and/or walk.
2. Ability to bend, climb stairs, and/or lift occasionally.
3. Ability to lift 5 to 30 pounds occasionally.
4. Ability to squat occasionally.
5. Ability to communicate continuously with other people.
6. Ability to operate computers continuously in order to complete necessary office work.
7. Ability to frequently comprehend physical and/or digital documents and frequently prepare physical and/or digital documents.

### **Work Environment**

1. May occasionally work in temperatures above 95 degrees and below 32 degrees.
2. May occasionally walk on slippery or uneven surfaces.
3. Noise level in the environment is frequently loud.
4. May occasionally work outdoors.
5. May continuously work indoors within closed office spaces.

### **Office Hours and Work Schedule**

1. Office Hours: Weekend Services, Monday-Thursday per the Staff Handbook's specifications. 8:30am-5:00pm typically.
2. Holidays: All staff-wide holidays as outlined in the Staff Handbook
3. Time Off: Refer to Staff Handbook

### **Organizational Relationship**

- Primary Supervisor – Kids Ministry Director
- Secondary Supervisor – Executive Pastor of Discipleship
- Works closely with: Kids Staff & Regional Road Campus Staff
- Supervises Regional Kids Team





**This job description is subject to change at any time.**

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[Type the name of the candidate to whom you wish to make an offer]	Date
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Abigail Voss, Kids Ministry Director	Date
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