

Job Title: MH Kids Associate Director – Northeast Campus

Reports To: MH Kids Director

Position Status: Part time – 20-24 hours

Summary of Position

In Mercy Hill Kids we equip parents and develop leaders to engage kids with the gospel. The Associate Director is responsible for overseeing the outworking of Mercy Hill Kids at his/her respective campus to ensure effectiveness of parent equipping, leadership investment, and gospel engagement. [OBJ] This is 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 as a whole.

Character:

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

- 1) We think deeply
- 2) We are a hungry staff
- 3) We are white hot worshippers
- 4) We are fun to be around
- 5) We are data driven people
- 6) We are going to focus what is primary
- 7) We build teams
- 8) We see an extreme value in the weekend gathering - disciples are made in rows and circles
- 9) We are a pragmatic bunch of people
- 10) We have courageous faith

Job Competencies

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

Duties and Responsibilities

- 1) **Leadership Investment** (35%) - 7 hours
 - a) **Weekly Kids Team Member Care and Communication**
 - i) The AD will follow up with campus Kids Team (including Team Leaders) about specific needs that arise at weekend services.
 - ii) The AD will work on recruitment and organization of their campus' Kids Team.
 - iii) The AD will lead with a shepherd's heart, spending time each week to care well for the needs of kid's team members.
 - b) **Leadership Pipeline**
 - i) The AD will develop leaders through the Leadership Pipeline, by identifying and training leaders to fulfill various roles within the ministry.
 - ii) The AD will be faithful in developing leaders by viewing the upcoming needs of the ministry, and training leaders accordingly.
 - iii) The AD will actively promote a culture of shoulder-tapping new team members into serving in MH Kids.
 - c) **On-Ramp**
 - i) 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%) - 5 hours

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

- i) The AD will oversee scheduling for their respective campus, ensuring that ratios are met each weekend.
- ii) The AD 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.).
- iii) The AD will coordinate with Kids Staff, Coordinators, Leaders, and Members to communicate pertinent information on a week-to-week basis and address any specific classroom-oriented needs/concerns.
- iv) The AD will encourage their Kids Team weekly and seek new ways to improve the team culture at the campus.

b) Service Details

- i) The AD will set up the services using the weekly Service Gameplan.
- ii) The AD will have oversight of schedule implementation for each service.
- iii) The AD will implement ongoing worship and programming to the level of excellency expected in MH Kids.
- iv) The AD will be available to the check-in team and troubleshoot any issues that arise.
- v) The AD will be active in making sure classroom ratios are met and team leaders and members are set up for success.
- vi) The AD will be responsible for upholding standards for MH Kids as it relates to all first-time guests (i.e., check-in process and FTG gift/follow-up).
- vii) The AD 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 (15%) - 3 hours**a) Discretionary**

- i) The AD will assist the Kids Director with a specific area of Mercy Hill Kids at a central level.

b) Events

- i) The AD will assist in various all-church related kids activities (i.e. Kids Week, Fall Launch)
- ii) The AD will occasionally assist in childcare related events or needs as approved by executive staff
- iii) The AD will be responsible for all campus-related Kids events.

4) Parent Equipping (15%) - 3 hours

a) Baptism counseling

- i) The AD will be responsible for overseeing any counseling necessary for children who express a desire to be baptized.

b) Family Engagement

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

5) Logistics (10%) - 2 hours

a) First time guests

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

b) Headcounts

- i) The AD will be responsible for making sure all data and information is up-to-date relating to headcounts and monthly metrics.

c) Teaching materials

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

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, Tuesday and Wednesday full day in the office.
2. Holidays: All staff-wide holidays as outlined in the Staff Handbook
3. Time Off: Refer to Staff Handbook

Organizational Relationship

- Primary Supervisor – Kids Director
- Secondary Supervisor – Executive Pastor of Discipleship
- Works closely with: Kids Staff Team and Campus Staff Team
- Supervises: Campus volunteer Kids Team

This job description is subject to change at any time.

[Type the name of the candidate to whom you wish to make an offer]

Date

[Type the name of the primary supervisor]

Date