



LIFE CHANGERS CHURCH

"In All Your Getting, Get Understanding..."-Proverbs 4:7

Life Changers Church Leadership Position Description

Job Title: Director of Children's Ministries (Kingdom Kids)

Church Size: 150-300

Position Status: Part-Time (Regular-Exempt)

Reports To: Senior Pastor, Warren Curry & Executive Pastor, Tiara Curry

Schedule: Sunday-Thursday; Weekend worship services & Wednesday evenings

Hours: Work week: Sunday – Thursday.

➤ **Service Times:**

- Sundays: 8am-3pm
- Wednesdays: 6pm-9pm

➤ **Office hours:**

- *Part-Time Office Hours:*
 - **10am-2pm** (Monday-Thursday)
- **Off Days:** Friday and Saturday (Unless special event or otherwise noted)



Life Changers Church • P.O. Box 18094, Fairfield, OH 45018 Phone: (513) 341-5543
E-Mail: info@lifechangers.church • www.lifechangers.church
Facebook: Life Changers Church Int'l • Twitter: LifeChangrsIntl

Position Summary:

The purpose of this position, which is viewed as a ministry, is to provide pastoral support and care for the children and families of Life Changers Church.

The Director of Children's Ministries (aka Kingdom Kids) will provide oversight to the education and discipleship program of Life Changers Church children's ministry.

The role of an effective Children's Ministry Director is threefold: serve Jesus, serve the church, and serve the vision of the Senior Leaders. The Director of Children's Ministries will be a catalyst in leading and coordinating the overall direction, resources, and activities of the Children's Ministry. The Children's Ministry Director of Life Changers Church will be an integral part of the pastoral staff.

RESPONSIBILITIES:

- Be the primary visionary leader of the Children's Ministry.
- To oversee the Kingdom Kids ministry weekend and midweek services.
- A commitment and love of Christ and a calling to lead a thriving and healthy children's ministry.
- Recruiting, training, staffing, scheduling and developing volunteers for our Nursery, Preschooler and School-Aged child environments.
- Ongoing training for children's ministry volunteers.
- General oversight of large children and family outreach events (i.e.-SpringFest, Fall Festival, etc.).
- Exceptionally organized with an operational and administrative mind.
- Have an eye for details and the capacity to see the big picture.
- Strong communicator and have a high tolerance for stress.
- Coordinate ministry tasks, projects, events, and communication
- Interact with attendees and staff through phone, email, social media, and face-to-face, etc.



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- Lead volunteers to assist with office work, events, and special projects while helping other teams accomplish their goals.
- A commitment to confidentiality of personal information of the congregation and staff. High level of integrity.
- Knowledge of computer hardware and software, including Word, Excel, Outlook, and church management software.
- Ability to be flexible and adaptable to meet changing needs and conditions.
- Person will need to develop and/or have strong knowledge of church operations.
- Ability to be highly productive, coordinating multiple assignments with excellence is a must.
- Function in any other way as assigned by the Senior Pastors/Leaders.

ADMINISTRATIVE:

- Perform general office duties and assist as support for receptionist and other administrative staff when needed.
- Ability to organize and administer information.
- Works with administrative assistant to compile data for a variety of reports to include church attendance, class attendance, meeting/event registrations, baptisms, baby dedications, salvations, orientation, new members etc.
- Able to work independently, predict the needs of the Senior Pastor and take direction without follow-up.
- Proven ability to work in high-pressure environment and meet unpredictable and stringent deadlines.
- Ability to organize, set priorities and exercise sound judgement within areas of responsibility.
- Communicate any issues to the Senior Leadership Team or staff pastors.



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- Manages oral and written communications via email, phone, letter or other media to support pastors and/or leaders with timely communications and follow-up with external customers, ministry volunteer partners, members etc.
- Perform other tasks and responsibilities as assigned by the Church Administrator and/or Senior Pastor or Executive Pastor.

EXPECTATIONS:

- Maintain a vital and growing personal walk with the Lord Jesus through committed Bible study, prayer and meditation.
- Maintain proper priorities in your home and be a spiritual leader to your spouse and children (if married and parents to children).
- Financially support the work of ministries of Life Changers Church by faithfully giving at least 10% of your income to the work and ministries of LCCI.
- Evidence of a moral character and lifestyle that is consistent with that of LCCI Constitution and Bylaws.
- Cordial and professional conduct and excellent verbal, written and interpersonal skills. Ability to be able to relate to & interact professionally with diverse audiences.
- Deep sense of personal spirituality and intimacy with Jesus.
- High level of integrity, above reproach, honest, trustworthy.
- Organized, strategic thinker, collaborative.
- Healthy family and personal life

REQUIRED QUALIFICATIONS:

- A completed bachelor's degree from an accredited institution (*Preferred not required*)
- A strong passion and call to children and children's ministry.
- A strong sense of calling to full-time ministry. Willingness to be a full-time staff member
- Be a member or willing to become a member of Life Changers Church.



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- Fits and functions very well with our existing pastoral team.
- Ability to lead people, communicate well and work on a team.
- Complete acceptance of our Core Values and our Statement of Faith.
- Experience with MS Office Suites (i.e.-Word, Excel, PowerPoint, Outlook, etc.), Elvanto and other software and computer programs.

EVALUATION & COMPENSATION

The Director of Children's Ministries works directly under the Senior Leaders and receives an annual performance evaluation. Once position evolves into FT position, competitive compensation, wages and/or benefits will be offered and reviewed annually. Benefits include (medical, dental, vision and life insurance). Benefits only applies to FT employees.

To Apply:

**Please submit resume, cover letter, completed application, and three references to:
info@lifechangers.church.**



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