



**JOB DESCRIPTION:**  
**CENTRAL KIDS MINISTER**

**CLASSIFICATION:**  
**EXEMPT**

**WIN:**

To Win Downriver kids & families to Christ by providing vision and leadership to the Kids Ministry department to ensure it operates in a way that kids and families are cared for and disciplined to become lifelong followers of Christ.

**ROLE:**

The Central Kids Minister will be responsible to lead and implement the vision for our Birth-Elementary programs.

**GENERAL EXPECTATIONS:**

- Lives in accordance to Scripture and is a loyal follower of Jesus.
- Is in agreement with Southpoint mission, vision and values.
- A team player – must work well with others at all levels of the organization.
- Is Biblically solid, theologically conservative, evangelical, and in agreement with Restoration Movement philosophy.
- A self starter – must work with minimal supervision.
- Bachelor’s Degree preferred.
- Strong oral and written communication skills, respond to email within 48 hours.
- Ability to handle confidential information.
- Working knowledge of Word, Excel, Google App Suite.

**SPECIFIC RESPONSIBILITIES:**

- Experience in developing and successfully implementing vision for a department.
- Demonstrated ability to select, build, and lead successful, productive teams.
- Demonstrated ability to lead staff or other key volunteers in ministry.
- Demonstrated experience preferred in developing and building, healthy, growing small group structures.
- Preferred two years of participation in kids ministry.
- Be a Kids Ministry expert through continual learning.
- Participate in regular staff meetings and work in cooperation with other ministry staff to fulfill the vision of the church.
- Demonstrated ability to find and/or create age-appropriate curriculum.
- Highly relational – ability to interact with a variety of people in a variety of circumstances.

**Vision, Culture and Alignment – 25%**

- **Mission | Vision** - Cast the mission, vision and strategy of Southpoint Kids Ministry to staff, volunteers, and parents.
- **Alignment** - Align preschool and elementary Kids Ministries in a centrally led multi-campus environment to be consistent with the stated mission, strategy, policies and procedures.
- **Culture** - Create a healthy staff and volunteer culture in Kids Ministry.



- **Spiritual Development** - Increase the engagement of parents with their children in the area of spiritual development.
- **Southpoint Central Team Member** -Participate in global strategic objectives and participate in leadership and decisions that impact the church and communicate pertinent info to the appropriate staff/teams.
- **Nexgen** - Work alongside Central Student Minister to implement the Nexgen vision and strategy to disciple families.

#### **Staff Leadership – 45%**

- **Staff:** Oversee, coach, and develop Central team members and Campus Directors. This includes but is not limited to: mentoring employees, establishing goals, documenting employee performance, and providing routine employee performance evaluations (written and verbal).
- **Programming and Curriculum:** Oversee the Central Small Group Leader and Preschool Leader in the creation of age appropriate and engaging programming and curriculum for weekend services and employee performance.
- **Budget** - Decide how to best use the Kids Ministry budget each year in order to promote a ministry that is Contributing, Connected, and Committed.
- **Kids Ministry Events** - Oversee the yearly calendar of kids ministry events and its execution through the campus directors.
- **Special Needs** - Oversee the Special Needs Coordinator to provide appropriate care and environments for the special needs program.
- **Administration and Database management** - Oversee the central support staff and functions of admin and database management to assure department is up to date and compliant with policy and record keeping procedures.

#### **Weekend Services – 25%**

- Rotate to all Southpoint Campuses to get a feel for how things are going, and to be present, available, and supportive of each location.

#### **General Duties - 5%**

- Participate in Kids Ministry events for department leadership or as needed.
- Other duties as assigned by supervisor (when required).