

Uptown Church

Job Description

Title: Director of Children's Ministry (Uptown Kids)

Reports To: Senior Pastor

Workload: Full-time, Exempt

Date: January 6, 2023

Contact: cherylanne@uptownchurch.org

Summary

Oversee the ministry to children ages infant through fifth grade and their families at Uptown Church (UC), including management of the program, related staff, and volunteers. This role includes equipping children with foundational gospel knowledge, supporting their growth through programs, resources, and events, and preparing them for a lifetime of worship and missional living. The Uptown Kids Director will also work alongside other ministry leaders to integrate the broader vision of UC into ministry to children and children into the covenant life of UC, actively participating in the health and vitality of UC.

Responsibilities

- Create and maintain a Christ-centered, age-appropriate ministry environment that allows children from birth to 5th grade to learn, experience, and apply the gospel.
- Build on current programming and develop new programming for Nursery, Sunday School and Children's Church, including curriculum planning and training and adapting resources to fit UC's needs & contexts.
- Manage the operations of Uptown Kids, including Sunday in-person work.
- Plan and execute family-centered events, outside of Sundays, at designated times of year (ex. Christmas party, Easter egg hunt, VBS, etc.) that seek to connect children and families to missional opportunities in their community and neighborhood contexts.
- Provide resources to and support families in their work to disciple their children.
- Provide supervisory leadership and management of the children's ministry team, ensuring each member's consistent execution of vision, values, and programming.
- Develop and maintain a steady volunteer base sufficient to the execution of children's ministry and offering care and encouragement to the UC volunteers.
- Maintain, develop, adapt, and apply safety standards to protect the well-being of all children while under the care of church volunteers and/or staff and work with officers and staff in the implementation of these best practices.
- Oversee, track, and manage the Uptown Kids budget for programs, materials, curriculum, and events.
- Attend weekly staff meetings, directors' meetings, and other required meeting and/or planning events, and maintain office hours conducive to the flourishing of the Uptown Kids Ministry Team.

Qualifications

- An evident commitment to the Christian faith, specifically in the gospel of grace, and to serving God through the discipleship of children and families.

- Demonstration of a life of growing faith and repentance, including healthy relationships, work-life balance, and gospel renewal and vibrancy in everyday life.
- Agreement with the theology and mission of UC.
- Bachelor's degree required in education, child development, or a related field; Seminary degree and/or a demonstrated interest in vocational ministry beneficial.
- At least three years of significant, successful experience in developing children's ministry programs in a para-church or congregational setting, including experience managing people, children, and events.
- Collaborative, able to mobilize and motivate.
- Excellent communicator with strong interpersonal skills.
- Able to manage and adapt to challenging people and situations; flexible.