



Legacy Kids Director

Updated July 2020

Classification: Permanent; 40 Hours / Week

Educational Requirements: Bachelor's Degree Ministry Related Field, in Education or Equivalent Experience

Employee:

Supervisor: Executive Pastor

Position Overview

The Legacy Kids Director for the implementation of a ministry strategy that inspires wonder about God and builds a foundation of faith that will last a lifetime in the children and their families of Legacy United Methodist Church.

Tasks and Responsibilities

- Coordinate curriculum with Legacy mission / vision
- Select curriculum consistent with Kid's Ministry vision / mission
- Modify curriculum as needed for Kid's Ministry activities
- Distribute curriculum to volunteers
- Design all décor in accordance with curriculum
- Prepare and deliver large group presentation and talking points
- Oversee small group instructional activities
- Plan, manage Fall Kickoff, VBS, kid's ministry special events, etc.
- Lead volunteer preparation activity
- Assess classroom and furnishing needs and assign students accordingly
- Administer Kid's Ministry training, and retention processes
- Maintain regular communication and provide family to Kid's Ministry parents
- Coordinate Legacy South Kids Ministry with Legacy South Pastor to include manage curriculum, volunteers, etc.
- Manage supplies and materials for nursery
- Manage nursery volunteers
- Kids Ministry Records Coordination
- Manage records and reports as needed on CCB
- Performing other duties as assigned.

Required Qualifications and Skills:

- Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close consistent walk with Him
- Love kids and grant grace in discipline
- Demonstrate strong conflict management and public relation skills
- Demonstrate flexibility and calm under pressure in changing and/or emergency situations
- A teachable spirit, with a desire to grow in your faith and abilities
- A passion for children and children's ministry, and a desire to understand the current culture as it relates to children
- A team player who is personable and possesses highly effective relational and communication skills

Legacy's Values and Staff Expectations

As Pastors and Staff of Legacy United Methodist Church, we set the pace by modeling the Christian life for our congregation and help shape the heart and character of this church. We must do our best to live out in and out of the church: **Radical Hospitality**, welcoming and blessing all people God brings into your life. **Passionate Worship**, attending worship every week, in person whenever possible. **Authentic Faith Sharing**, sharing Jesus in word and in deed. **Intentional Faith Development** committing to spiritual growth and life group participation. **Extravagant Generosity**, contribute financially with the tithe being the target towards a lifestyle of generosity, and **Risk-Taking Mission & Service**, serving in hands-on ways to build the Kingdom.

We embody our church's values. These values guide our staff toward a vigorous pursuit of the Christian life and effective service. The staff expectations (in abbreviated form) are to be **Christ Centered**, through actions and words. We are **Committed**, to produce quality work and take personal responsibility to serve others and cultivate volunteers. We are **Courageous**, as we approach challenges with optimism, flexibility and creativity. We are **Compassionate**, encouraging, humble, and gracious, even when under stress. And we are **Continually Improving**, as we set high expectations to improve ministry and self.

We know with God's help, we can pursue and achieve the highest standards of holy living, building a Christ-Centered staff culture and setting the pace for the church.

Send a copy of your resume, cover letter and any other documents, in PDF form to Pastor Donald Dinger, Executive Pastor at don@legacyumc.org