



KIDS MINISTER

JOB DESCRIPTION

Omni Fellowship is committed to helping all people believe, live and share the Gospel of Jesus Christ. We desire to work with all of the energy that God powerfully works within us by leveraging everything we have to advance the Gospel in our city and beyond. As God continues to grow our church by His grace through multiplying ourselves/making disciples in gathering groups and/or church plants we are seeking to add the highest qualified leaders to our team who have a passion to make much of Jesus by helping to build a Christ exalting church.

ROLE SUMMARY

Serving as the Kids Minister (Birth-5th Grade) we are asking you to help Omni in its mission to help all people believe, live, and share the Gospel of Jesus Christ. This position first and foremost requires the teaching of the Gospel to families, as Omni seeks to come alongside parents in the discipleship of their kids. It requires passion, organization, and energy to see the mission God has called Omni to as a church come alive. In order to achieve this we need the person in this role to be organized, proactive rather reactive, detail oriented, flexible, able to multi-task, effectively communicate, lead and serve others, and have a team mindset. The leader in this position must have the ability to invite others into the work of ministry rather than doing all of the tasks themselves. This person must also anticipate and enjoy a rapidly changing environment, display perseverance, patience, a sense of humor, and have the people skills to interact successfully with a variety of people at Omni.

QUALIFICATIONS

- Fulfill the duties of an Omni Fellowship member as outlined in the membership covenant.
- Commitment to seeing Jesus' mission fulfilled through the local church, including a clear calling to vocational service in the local church. (Matt: 22:37-39, Matt. 28:18-20, John 20:21, and Acts 1:8).
- Personal commitment to vision, mission, and values of Omni Fellowship.
- High capacity for work, responsibility, organization, as well as the ability to appropriately prioritize and delegate.
- Willingness to work as an often-unseen member of Omni Fellowship's leadership team.
- Exhibits discretion, perseverance, patience, flexibility and a sense of humor.
- Humble commitment to continually learn, grow, and improve as a servant in Jesus' church

SPECIFIC DUTIES AND RESPONSIBILITIES

AS THE DEACON/MINISTER THAT OVERSEES OMNI KIDS YOU'LL BE RESPONSIBLE FOR THE FOLLOWING:

Staff Relationships and Participation

- You will be required to make all necessary staff meetings, trainings, retreats, and relational developmental events and/or exercises.
- Check in via phone/email each week w/ supervisor to go over specific ministry related details. **This is done using by the using the Evernote app.**

General Ministry Responsibilities

- Oversee all programming and ministry strategies for birth-5th that will facilitate learning the gospel in an applicable way.
- Communicate with volunteers a vision that shows how the Kids ministry works to fulfill the mission of Omni in helping all people believe, live, and share the Gospel of Jesus Christ.
- Promote and develop a “Team” mindset, where volunteers are encouraged, equipped, and empowered in their gifts.
- Recruit, train, and develop volunteers for the kids ministry.
- Identify and invest in specific volunteers that have future leadership potential.
- Oversee scheduling for kids ministry volunteers in Planning Center.
- Communicate necessary information to volunteers as needed (Ex: Change in setup for Sunday, time change, curriculum details etc...)
- Make sure *ALL* volunteers and those working with kids have been background checked via Ministry Safe.
- Provide care for children and families within the church during crises (including hospital visits and follow-up).
- Be able to troubleshoot basic technology issues (check-in, copier, computer, etc...)
- Be able to operate and train others in Planning Center Services, People, & Check In
- Secure child-care for *most* of Omni events.

Sunday Mornings

- Maintain a strategy for reaching and assimilating new children and families.
- Coordinate, Plan, and Implement Teaching Curriculum.
- Coordinate & Plan supplies needed for all activities, crafts, and items needed for each Kids ministry class.
- Oversee the Setup of classrooms.
- Oversee the Kids Check In and be actively engaged and involved in greeting families.
- Provide materials for kids in service during family worship when needed.

Equipping Parents

- Oversee & Implement all *Partnering with Parents* Strategies.
- Provide resources and other training avenues for parents to minister to their kids.
- Manage and promote regular communication with families.
- Meet with parents to encourage & equip them in the discipleship of their own kids.

Special Events

- Oversee Special Events for Kids Ministry. (Kids Camp, Special Programs, Special Parties)

WORK PARAMETERS

Title: Kids Minister Director

Time & Pay: 12-15 hours a week

Salary: \$15,000 annual salary (paid every 15th and 30th)

Weekly Hour Breakdown:

- 3 hours on Sunday morning
- 6 hours in office: organizing, preparing activities, communicating and planning (includes weekly Staff Meeting)
- 6 hours outside of office: planning and preparing; meeting & building relationships with volunteers, leaders, & families; personal training,

Vacation Time & Sick Time: 2 week (see PTO document for further information)

Report to: Valentine