



**THE
HALLOWS
CHURCH**

KIDS MINISTRY DIRECTOR

Job Description

Position Status: Part Time, Ministerial Staff

Employee Classification: Director, Hourly Wage Employee

Compensation: \$17.00 hourly wage

Regular Work Hours: 10 hours Weekly. Standard work days are Sun-Thurs, Fri-Sat off days. Office Hours are largely self-managed and flexible.

Accountable To: Expression Pastors and Elder overseeing Kids and Family Ministries

Accountable For: Providing leadership to Expression Specific Kids Ministry.

Evaluation: Annual evaluations are conducted by the Lead Pastor and Expression Pastors.

Conduct: See necessary qualifications for Ministerial Staff

About The Hallows Church

The Hallows Church is a city-wide network of Missional Communities who gather to worship and scatter to serve in one of three interdependent, regional Expressions: Fremont, West Seattle, and Edmonds. Together, we desire to discover the difference Jesus makes in all of life.

Our Passion

We live to help people discover the difference Jesus makes in all of life.

Our Process

Everything we do is designed to help people find their identity in Christ, experience intimacy with Christ, and engage in the mission of Christ. We teach our Process in three phrases, Taking the Gospel In, Thinking the Gospel Through, Turning the Gospel Out.

Core Values

THE TABLE: Jesus leverages ordinary moments for extraordinary purposes. So, we value turning our tables into places of grace, community, and mission.

THE TOWEL: Jesus came not to be served but to serve. So, we value serving one another as well as our neighbors both near and far.

THE TOURNIQUET: Our deepest wounds are worship wounds. So, we value the gospel's ability to bring healing to the deep places of our lives.

THE TOAST: Life is hard and can be discouraging. So, we value honoring, encouraging, and celebrating evidences of grace in one another's lives.

Kids Ministry Director Position Summary

The Kids Ministry Director is primarily responsible for providing leadership and guidance of volunteers within expression specific Kids Ministry. The five areas of responsibility include:

- 1) Manage basic Kids Ministry room prep., training, and needs of volunteers for The Hallows Church.
- 2) Working with the Pastors and Ministerial staff on Sunday Gathering duties and preparations.
- 3) Manage Kids Ministry administrative systems and schedules within Planning Center database.
- 4) Assemble weekly Kids Ministry materials for Restricted In-Person Gatherings.
- 5) Teach and prepare Kids Ministry lessons for nursery, preschool, and elementary classes. Teaching specific classes is subject to volunteer involvement and class availability.

Knowledge, Skills, and Abilities Required for this Role

- Experience in volunteer coordination and volunteer scheduling.
- Exceptional people skills balancing a strong work ethic with a shepherd's heart.
- Must be able to independently manage multiple classroom needs, priorities, and deadlines.
- Values collaboration and interdependence amongst staff and leadership teams.

Necessary Qualifications for All Ministerial Staff

- The Kids Ministry Director position is considered a diaconate position. Consequently, he/she must meet the qualifications of character and service for deacons described in Acts 6:1-7 and 1 Timothy 3:8-13. More specifically, he/she must be a faithful covenant member in good standing with The Hallows Church community.¹
- Able to joyfully embrace our "one church; three expressions" identity and philosophy.
- Commitment to our church Passion, Process, and Core Values.
- Embraces and operates within our philosophy of ministry.

Other Primary Duties & Responsibilities

- Participate in In-Person Gatherings, most church staff meetings, and future events.
- Work with the Expression Pastor to develop a process to train and deploy new volunteers and existing volunteers for Kids Ministry.
- Oversee and maintain Kids Ministry Planning Center schedules and volunteer needs.
- Print necessary Kids and Family materials for The Hallows Church Gatherings.

Short Term Goals

- Collaborate with pastors and ministerial staff towards re-opening Kids Ministry classes post-COVID-19 pandemic Restricted In-Person Gatherings.
- Create and Implement new sanitation/organization policies and procedures for Kids Ministry classrooms.
- Collaborate with other Expressions on reopening Kids Ministry classrooms.

¹ A faithful covenant member in good standing refers to the member's commitment to faithfully carrying out the qualifications of elders and deacons and the spirit of our membership covenant. He or she must not be under any disciplinary measures.