



## Christ Community Church Job Description

**Job Title:** Adventure Kids Director

**FLSA Status:** Full-Time, Exempt

**Work Days/Hours:** Sunday-Thursday. Minimum 40 hours per week

**Weekend Responsibilities:** This position has regularly scheduled Sunday Services responsibilities and occasional other weekend responsibilities as assigned by the Student Ministry Pastor.

**Reports To:** Student Ministry Pastor

**MINISTRY PURPOSE:** This position is responsible for the leadership, programming, activities, and events of the Adventure Kids (AK) Ministry in keeping with Christ Community Church's mission of *"Helping All People Find Freedom in Following Jesus."*

### **MINISTRY QUALIFICATIONS:**

#### **Character:**

- A mature follower of Jesus Christ who is growing spiritually and serving as a leader within the body of Christ.
- Demonstrate a lifestyle and family life that is consistent in word and practice with the teaching of Jesus Christ. Consistently meets and strives to maintain the leadership character qualifications as outlined in 1 Timothy 3 ("above reproach, sober minded, self-controlled, respectable, hospitable, able to teach...filled with gentleness")
- Understand and embrace CCC's mission, purposes, and vision for ministry in accordance with the EFCA statement of faith.
- Possess an inspirational and influential personality that champions the need of children and families.
- Advance CCC's culture and grace seeking unity in the essentials, charity in the nonessentials and exalting Christ in all things.
- Innate desire to incorporate laughter and fun into all aspects of ministering to the needs of children and their families.

#### **Competency – Skills:**

- Demonstrate and articulate a thorough working knowledge of the Bible with an emphasis of communicating the Word of God with creativity and accuracy to

children and their parents.

- Extensive personal and ministry experience engaging in and understands the stages of childhood development with a discipleship emphasis.
- Display giftedness in key areas of shepherding and leadership utilizing one's spiritual gifts to understand the personality, strengths, and weaknesses of others.
- Demonstrate experience in recruiting, empowering, administrating, and leading effective ministry teams.
- Self-starter who takes initiative in both tasks and building relationships to develop and empower ministry leaders.
- Understand the unique discipleship and logistical needs of a growing children's ministry.
- Navigate wisely and professionally between the goals of Adventure Kids and all ministry areas within the church as well as the concerns of individual parents.

### **Chemistry – Relational Abilities:**

- Appreciate the God-given personalities and spiritual giftedness of others exercising both a spirit of discernment and deference.
- Demonstrate proven experience in children's programming and ministry support.
- Understand the unique discipleship and logistical needs of a growing church community.
- Exceptional degree of discernment, judgement, critical thinking, and problem solving as well as the ability to maintain the highest degree of confidentiality.
- Resolve relational and professional conflicts quickly extending and receiving forgiveness.
- Confidence in making difficult decisions while realizing that people are more important than programs.
- Willingness to take calculated and faithful risks for Kingdom advancement, learn from experience, and apply this information into action.

### **Job Responsibilities:**

1. Visionary Leader who casts, carries, and communicates a vision for a strong and vibrant Adventure Kids Ministry.
  - a. Encourage and ensure leaders present scripturally accurate teaching with a primary focus on each child's personal relationship with Jesus Christ.
  - b. Review and evaluate curriculum and lessons regularly to ensure materials presented are in line with the CCC mission statement, values, vision, and doctrinal statement.
  - c. Strategically integrate AK into the overall mission and vision of the church.

2. Supervise, recruit, hire, train, encourage and empower AK staff and volunteers to advance a culture of service throughout CCC.
  - a. As a leader of leaders, focus ministry responsibility on the training and empowering of next level leaders.
  - b. Motivate and empower leaders to initiate volunteer recruitment through personal relationship building.
  - c. Establish and manage organizational structure by creating staffing roles and hire staff, in partnership with the HR Director and the Student Ministry Pastor, to best suit the needs of the ministry.
  - d. Develop and implement initial onboarding and continual training and discipleship of AK staff and volunteers.
  - e. Supervise, empower, and ensure the fulfillment of the role, responsibility, task, and function of the AK Team.
  - f. Research, review, and revise policies and procedures as well as best practices in areas associated with AK in collaboration with designated AK Team Members, the Student Ministry Pastor, and the HR Director.
3. Champion Family Discipleship within CCC Adventure Kids.
  - a. Commit to assist and support parents in the shepherding and intentional discipleship of their children.
  - b. Welcome, encourage, and maintain an environment that nurtures a child's heart, mind, and soul with a passion for God.
  - c. Develop and advance Family Discipleship Initiatives (FDI) to empower parents to lead and raise mature, Bible-savvy young Christians fully prepared to compassionately engage the world for the Glory of God and be well-equipped to serve their God, family, and community.
  - d. Equip and encourage team members to address parents and children with a heart of compassion, understanding, and deference in all situations and recruit the help and guidance of AK Staff when warranted.
  - e. Ensure the database, security, and check in processes are enhancing the overall ministry goals and experience.
  - f. Coordinate and manage AK event planning, recruiting special volunteer teams, and other special event needs.
4. Design excellent, creative, safe, and hazard-free Adventure Kids venues and spaces.
  - a. Ensure AK spaces are safe, clean, resourced, and decorated for discipleship emphasis.
  - b. Monitor classroom ratios and ensure safe and effective discipleship environments.
  - c. Establish annual budget with visionary evaluation and financial responsibility.
  - d. Oversee and ensure the AK Volunteers are provided superior support, exceptional encouragement, and clear direction during the week and for weekend services to include but not limited to the following duties:

- i. Keeping up-to-date service schedules in Planning Center Online.
  - ii. Actively seeking to fill weekend needs for each service.
  - iii. Collaborate with AK Staff to oversee check-in processes to ensure a smooth reception of families, guests, and visitors.
  - iv. Review new Volunteer applications, interview as needed, and partner with the HR Director to initiate the required background checks for potential team members.
5. Adhere to all stated and implied regulations and guidelines within the CCC Employee Handbook.
  6. Perform other related duties as assigned by the Student Ministry Pastor.

**Minimum Qualifications:**

**Education:** Some college coursework in a related area. Bachelor's Degree in a related discipline is preferred.

**Experience:** Five years of related experience serving in a leadership capacity. Ministry experience is preferred. Servant leader with a solid work ethic, a passion for teaching children about Christ, and the commitment to walk alongside families as they disciple their children. Creative ability to develop and implement intentional children's programming, family discipleship initiatives, and special events.

**Skills:** Excellent written, verbal, and interpersonal communication skills. Ability to effectively recruit, empower, equip, and retain AK staff, leaders, and volunteers. Giftedness in the key areas of shepherding, leading, and managing a large ministry team. Ability to maintain the highest degree of discernment, judgment, and confidentiality at all times.

**Physical Requirements:** Periods of time spent sitting, standing, walking, kneeling, bending and stooping. Mobility to move from one office area to another within the Church campus and to off-Campus locations. Moderate lifting up to 30 lbs. and moderate carrying up to 30 lbs. Ability to reach above shoulders, to extend arms, and reach. Ability to climb a ladder. Manual dexterity sufficient to type, operate general office equipment and to file. Specific visual acuities include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

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