



Kids Ministry Director – Job Description

Schedule: Sunday–Thursday and Friday Sabbath (schedule may vary based on the church calendar and special events)

Position: Full-time, Exempt (45–55 hours per week; additional hours may occasionally be required)

Reports to: Executive Pastor

Location: Onsite at Church of the Saviour – Wayne, PA (this position is not remote or hybrid)

Compensation: \$50,000–\$80,000, commensurate with experience

- **Retirement:** Participation in a 403(b) plan
- **Insurance:** Comprehensive health, vision, dental, and life coverage
- **Paid Time Off:** 3 weeks of vacation, 10 holidays, 8 sick days, and up to 3 personal days per year

[Church of the Saviour](#) is a nondenominational Christ-centered church of approximately 1,000 people in the Philadelphia suburb of Wayne, Pennsylvania. We are called by Jesus Christ to engage our community and beyond to the glory of God. We take the Great Commission and the Great Commandment seriously and generously support local outreach and global missions. We have personally experienced the Good News of Jesus Christ and now count it a privilege and responsibility to be ministers of reconciliation to a lost and hurting world. We depend on the Holy Spirit to enable and empower us to fulfill God's plan for our lives and our church. We are certain that Christ is supreme in all things, and we are most fully alive and fulfilled when most fully glorifying Him.

The Kids Ministry Director will provide spiritual leadership to kids by reflecting personally, and expressing relationally, God's love in a dynamic, caring, Bible-based kids ministry setting. This position will also work closely with parents, kids ministry volunteers, and kids leaders to create a welcoming environment where kids will thrive and grow spiritually. As a member of church staff, the Kids Ministry Director will work alongside fellow staff members to pursue the church's vision, in keeping with our mission, discipleship process, culture, and values.

The Kids Ministry Director is responsible to work alongside the Kids Ministry Team (i.e., Nursery & Preschool Associates), NextGen Team, and the Staff Team to lead, develop, and implement a children's ministry that purposely guides all toward a growing relationship with Jesus Christ. He or she will shepherd volunteers, kids leaders, and kids involved in the ministry.

Primary Responsibilities

- **Shepherd and disciple children (birth through 5th grade) in alignment with COS**
 - Lead Kids Ministry in the context of COS's mission to glorify God by making disciples of Jesus Christ in Wayne and beyond, and in step with the church-wide discipleship process to **Love God, Love Others, and Serve the World**. ([coswayne.org](#))
 - Build and execute a developmentally appropriate discipleship pathway that aims at raising up multiplying disciple-makers over time.
 - Ensure all ministry environments and teaching reflect COS's values (worship focused, Scripture centered, grace motivated, prayer dedicated, team committed, equipping and mission minded, volunteer empowered) and its culture of transformation. ([coswayne.org](#))
 - Maintain doctrinal alignment with COS's stated beliefs in curriculum, teaching, and leader development. ([coswayne.org](#))
- **Plan and lead weekly ministry and key events**
 - Plan and lead weekly Sunday programming and midweek gatherings as applicable, including service outings and special events.
 - Prepare and teach gospel-centered lessons that are biblical, relevant, and accessible to a diverse, multicultural environment. ([coswayne.org](#))
 - Share the gospel with kids who do not yet know Jesus, model this as a life-passion, and equip others to do the same, reflecting COS's Great Commission focus. ([coswayne.org](#))

- Provide regular opportunities for fellowship, discipleship, mentorship, and other contexts, equipping and releasing leaders to own and multiply these environments.
- Identify and raise up kid leaders (especially upper elementary) in age-appropriate ways.
- **Recruit, develop, and care for a thriving Kids Ministry Team (KMT)**
 - Recruit, connect with, develop, coach, train, and care for volunteer leaders, operating as a “developer of doers” rather than the primary doer. (coswayne.org)
 - Plan and lead regular KMT training and leader-development gatherings, with a high priority on equipping and ongoing growth. (coswayne.org)
 - Ensure safety and integrity by managing screening processes, including background checks, for everyone serving with minors.
- **Partner with parents and the Family Pastor**
 - Serve parents as the primary disciplers of their children by providing tools, encouragement, and practical next steps for discipleship in the home. (coswayne.org)
 - Build strong relationships with parents and provide timely communication, resources, and direction to families.
 - Stay current on issues impacting children and families today and apply that learning to ministry design and leader training.
- **Minister to the local community and beyond**
 - Build relationships in the community and partner with key leaders and institutions in Wayne and surrounding communities (including schools, coaches, and community organizations) to serve families and create natural bridges for relational outreach.
 - Integrate a meaningful love for world missions into kids ministry in age-appropriate ways, aligned with COS’s missions identity and priorities. (coswayne.org)
- **Communicate, coordinate, and lead excellent ministry operations (fully onsite)**
 - Communicate regularly with parents and volunteers using appropriate channels (weekly email, web, social media, and in-person touchpoints as needed).
 - Develop long-range plans, annual calendars, goals, and the routine administrative details required for strong execution.
 - Oversee the Kids Ministry budget with wise stewardship.
 - Delegate effectively to coordinators and volunteers to build ownership and grow leaders.
 - Work closely with staff and volunteers so Kids Ministry complements and strengthens other ministries, protecting a collaborative, no-silos culture. (coswayne.org)
- **Lead summer ministry and internships**
 - Lead a high-capacity summer season (VBS, camps, internships, and special initiatives) with strong planning, volunteer mobilization, and excellent follow-through.
 - Participate in hiring, shepherding, and developing summer interns, using summer as a leadership pipeline.
- **Lead staff and model “First Team” leadership**
 - Directly supervise, shepherd, and develop the Preschool Associate and Nursery Associate.
 - Participate as a collaborative member of the monthly pastors-and-directors leadership team, bringing humility, hunger, emotional intelligence, initiative, and follow-through.
 - Partner with other church leaders and staff to create a humble, team-based environment committed to excellence that brings glory to God. (coswayne.org)
 - Live out “First Team” principles, supporting unified leadership and shared ownership of the whole church mission. Your primary allegiance in the staff structure is to the highest team that you are part of not the team you lead.
 - First Team resources (for reference):
 - https://www.youtube.com/watch?v=BjE_mPoZPSg
 - <https://www.leadingsmart.com/blog/2023/8/firstteam>
- **Bring added strengths that help the ministry flourish**
 - Musical ability is a strong plus (especially for strengthening kids worship environments and developing volunteer worship leaders), aligned with COS’s worship-focused value. (coswayne.org)
 - Willingly go above and beyond the written job description when needed to serve kids, families, volunteers, and the wider church.
- **Perform other duties as needed.**

Core Competencies and Values

- A heart for God that is evidenced by proven character and a spiritual mindedness that understands that “apart from Christ we can do nothing”
- A heart for kids to be transformed by the gospel of Jesus Christ
- A person of integrity, authenticity, and transparency—marked by humility, and a servant’s heart
- A Spirit-led believer, growing in personal sanctification and motivated to increase in fruitfulness
- A compassionate person who seeks to empathize and understand the hearts of others
- A servant whose love for the gospel and heart for the lost is evident to others
- Able to model, motivate, lead, and train others in Christian maturity
- Possesses the heart and gifts of a shepherd
- Eager to minister in the ever-diversifying suburban Philadelphia setting
- Collaborates well in groups: valuing people, affirming diverse gifts, and compromising appropriately
- Demonstrates commitment to the COS vision, mission, discipleship process, values, team culture, and beliefs
- Passionate and consistent in going above and beyond expectations
- Is a leader of leaders – develops volunteers, lay leaders, and kids leaders effectively
- Demonstrates humility in words and actions
- Works well with others; gives and receives feedback constructively and resolves conflict effectively
- Displays flexibility and adaptability; able to pivot quickly and flourish in an ever-changing environment
- Passion for reaching the nations and making this an integral part of the discipleship process

Qualifications

- A clear profession of faith coupled with a consistent and close walk with the Jesus Christ which is evidenced by both spiritual and emotional maturity
- A positive attitude and professional demeanor
- A minimum 2 to 3 years of experience serving in kids ministry, but preferred range of 8-10+ years in a church of 500-700 in weekend attendance
- Bachelor’s degree, required – graduate degree or relevant field is a plus
- Exceptional interpersonal skills and emotional intelligence
- Humble, hungry, and smart
- Strong communication and written skills
- A self-starter seeking ways for continuous improvement
- Proven experience moving the ministry needle through leading and developing team members and kids leaders
- Demonstrated passion for sharing Christ with kids with a proven ability to communicate biblically and relevantly with both church and un-church kids
- Achieved healthy growth in previous ministry (i.e., spiritual and numerical)
- Proficiency with various media, including audio/video production, social media & multimedia
- Mastery with MS Office 365
- Experience working in a multicultural environment, preferred
- Agreement with all aspects of [Church of the Saviour's Statement of Faith](#), including support without reservation the practice complementarianism and both paedobaptism and credobaptism.
- An ability and readiness to be an active member of Church of the Saviour through things like community group participation and tithing

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. Church of the Saviour Leadership reserves the right to revise the position, its job functions, minimum qualifications, and other aspects of the position in any way at any time. For more information, please visit... <https://www.coswayne.org/join-our-team>.

Please send a resume, cover letter, and personal testimony to cos@coswayne.org.