



Job Description Director of Kids Ministry

Reports to: Executive Pastor WA & FM

Supervises: Kids Ministry Staff/Coordinators, Kids Ministry Volunteers & Leaders

Role Type: Full-Time (40+ hours per week)

First: You are a gospel minister.

Before you are a director, manager, cleaner, pastor, scheduler, or leader... you are a minister of the gospel. Every task, whether leading staff, unclogging a drain, setting up rooms, or taking out trash, is ministry. At Emergence, there is no such thing as “that’s not my job.” We do what is needed to serve the mission. We don’t say “they should handle that”... we ask, “How can we help?” The mission comes first, and we serve wherever needed.

Second: You are part of a team.

This is not “my department” versus “their department.” This is our church, our mission, and our responsibility. We don’t operate with an “I” mentality, we operate with a “we” mentality. We win together, solve problems together, and carry burdens together. Unity, humility, and teamwork are essential. At Emergence, it’s not “them”, it’s “us.”

Third: You are a volunteer coordinator.

Every staff role at Emergence includes equipping the saints for the work of ministry. You are not simply here to do a ministry, you are here to multiply it by recruiting, training, organizing, and empowering others to serve effectively. Healthy ministry means building teams, developing leaders, and creating opportunities for people to use their gifts for God’s glory. We do not just fill roles; we equip people to grow as disciples through serving.

Specific Role

The Director of Kids Ministry provides vision, leadership, and oversight for all Kids Ministry environments (Birth–5th Grade) at Emergence. This role leads leaders, equipping staff and volunteers to make disciples of Jesus who make more disciples. The Director aims to create safe, gospel-rich, fun, and relationally engaging environments that help make Kids Ministry “*the best hour of every kid’s week*” by ensuring each child is cared for, taught the Scriptures, and pointed to Christ. This leader will develop teams, shape ministry culture, and help align strategies across campuses and age transitions, working closely with the Family Ministries Department and the broader Emergence leadership team.

Qualifications

- Has trusted in Jesus Christ as Savior and demonstrates Jesus as Master in daily life

- Proven leadership in identifying, recruiting, training, and equipping leaders and volunteers
 - Ability to communicate biblical truth clearly and effectively to kids, parents, and adults
 - Strong organizational, administrative, and strategic planning skills
 - Experience leading volunteer teams in ministry or similar environments
 - Effective communicator with parents, leaders, and church leadership
 - Possesses high integrity and maintains confidentiality
 - Fully aligned with Emergence's Doctrinal Statement, Key Distinctives, and Membership Covenant
 - Has a teachable spirit and demonstrated effectiveness in collaborative ministry
 - Background check required
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Duties and Responsibilities

Leadership & Vision

- Cast vision for Kids Ministry aligned with the mission of Emergence
- Develop and implement a comprehensive, multi-campus strategy for Birth–5th Grade
- Lead, train, and develop Kids Ministry staff, coordinators, and lead volunteers
- Build and maintain healthy teams that multiply leadership and disciple children
- Establish clear ministry goals, structures, and evaluation metrics
- Work with Family Ministries to ensure healthy transitions from Kids to Student Ministries
- Fully aligned with the mission and major outreach initiatives of Emergence and joyfully championing Kids Ministry involvement in all major outreach events, helping families experience connection and discipleship

Teaching & Discipleship

- Teach and lead up front in upper elementary environments as part of the ministry rhythm
- Ensure curriculum and teaching within Kids Ministry are biblically faithful, gospel-centered, and developmentally appropriate
- Equip leaders and volunteers to teach effectively and disciple children with clarity and consistency
- Cultivate an environment where children are known, cared for, and pointed to Christ

Parent & Church Partnership

- Partner with parents as primary disciple-makers by providing resources and support
- Communicate clearly and consistently with parents and families
- Collaborate with other ministry areas, pastors, and campus teams for a unified ministry experience
- Oversee events such as child dedications and family-equipping opportunities

Administration & Oversight

- Oversee annual kid's ministry budget planning, ministry resources, and calendar coordination

- Ensure adherence to Emergence’s Child Protection Policies and safety procedures
 - Maintain reliable check-in systems, classroom safety, and emergency-response protocols
 - Oversee volunteer trainings, special events, and curriculum preparation
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General Requirements

- Pursue ongoing growth in leadership, ministry skills, and child discipleship strategies
- Build relationships with Kid’s Ministry leaders outside Emergence to share best practices
- Network with other kid’s ministry leaders and churches to share and adopt best practices
- Stay engaged with the wider Kid’s Ministry community for fresh ideas
- Remain timely and current with administrative tasks (including credit card reports)
- Respond to inquiries promptly (texting—same day; calls/emails—within 24 hours)
- Support broader church initiatives and be willing to “pitch in” as needed
- Generally, don’t stink at your job