

JOB DESCRIPTION

NEW LIFE KIDS DIRECTOR

501

DIRECT REPORT

The position currently reports directly to the **LEAD PASTOR**.

KEY RELATIONSHIPS

The position works closely with the **SENIOR LEADERSHIP TEAM; FINANCIAL ADMIN;**

TIME EXPECTATIONS

This position can range from 25-45 hours a week, which includes Sundays.

ALIGNMENT

This position is best suited for someone with DISC results/personal strengths in the following order:

1a. I- INFLUENCE

Places emphasis on influencing or persuading others, openness, relationships

1b. D- DOMINANCE

Places emphasis on accomplishing results, the bottom line, confidence

3. C- CONSCIENTIOUSNESS

Places emphasis on quality and accuracy, expertise, competency

4. S- STEADINESS

Places emphasis on cooperation, sincerity, dependability

CHRIST

Your first and primary goal is to foster a passionate love for Jesus Christ in your life, the lives of your team members, and the people who are a part of Trinity New Life Church. Specifically, we expect Leaders to:

- Maintain God-ordained priorities in your life by putting Jesus first, your spouse second, your children third, and ministry fourth.
- Be intentional in meeting with God every day.
- Work hard so you can honor your days off.
- Make Sunday morning services a priority in your schedule.
- Participate in a Discipleship Community, barring unavoidable life circumstances which prevent you from doing so for a season.

CHARACTER

Leaders serve in the biblical capacity of Deacons, and as such are expected to meet the qualifications listed in 1 Timothy 3:8-13. Specifically, we expect Leaders to:

- ***“Be well respected and have integrity”*** - Leaders should be an obvious choice from among their peers, not because of their skills or talents but because of their character and reputation.
- ***“Not be heavy drinkers”*** - Alcohol consumption isn’t forbidden, but it is expected for a leader to be wise and defer to their surroundings when choosing to drink. Drunkenness, according to Scripture, is sinful.
- ***“[not be]...Dishonest with money”***- Leaders are asked to tithe at least 10% of their income to TNLC, and wisely steward the remaining 90%.
- ***“Be committed to the mystery of the faith now revealed”*** - Believe in Christ alone for salvation through the life, death, and resurrection of Jesus Christ, shown through repentance and water baptism in response to that repentance.
- ***“Live with a clear conscience”*** - Proactively communicate with their Direct Report regarding any habitual sin patterns or major moral failures.
- ***“Not slander others”*** - In their communication, a leader should avoid gossip, talk to people and not about them, and always err on the side of encouragement.
- ***“Be faithful to [their spouse]”***- While not every leader needs to be married, every leader is expected to at least uphold the Biblical ethic of physically intimate relationships only being in the boundaries of a marriage relationship between a husband and a wife.
- ***“[They] must manage [their] children and household well”*** - Having children is not a requirement for leadership, but those leaders with children should be intentional to develop as godly parents, and proactively, not passively, encourage their families to pursue a relationship with Jesus.
- ***“They must exercise self-control and be faithful in everything they do”*** - This phrase from Paul serves as a bit of a catch-all to remind leaders to pursue holiness and honorable living in every area of their lives, even if isn’t specifically spelled out anywhere. Even if something is permissible it does not mean it is beneficial.

CHURCH

Deacons are expected to be loyal to the values and staff of TNLC and always protect the unity of the church. Specifically, we expect Leaders to:

TRANSFORMATIONAL TEACHING

Look for opportunities during serving to both teach about Christ and how to better obey Him.

DEFIANT GENEROSITY

Give at least 10% of your income to TNLC, and wisely steward the remaining 90%, looking for opportunities to be generous outside of church-based giving.

SACRIFICIAL SERVICE

Embrace the significance of sacrifice and model it to your team. Never ask them to do something you haven’t done first.

INTENTIONAL EVANGELISM

Build relationships with lost people, inviting them to know Jesus and come to TNLC.

REDEMPTIVE COMMUNITY

Move beyond casual friendships and into honest, loving and potentially uncomfortable community with your team members. Create environments to help make this happen.

EAGERLY DESIRE

Cultivate an eager desire for the Holy Spirit to move in and through you in all areas of your life.

COMPETENCY

The vision of New Life Kids is “to develop the next generation of disciples of Jesus”. As of September 2026, the New Life Kids Director is responsible for the following key tasks and outcomes:

GENERAL REQUIREMENTS

- Work with the other teams and areas of TNLC to guard the church’s vision, and drive its execution through strategic decision making and ministry alignment, not by upholding methods alone.
- Help lead the church by seeking God for the whole church while still being a champion for your area.
- Provide the first level of pastoring (not the Care Team) for your area.
- Advance the church’s cultural values at all levels of New Life Kids.
- Respond to all TNLC-based communication within 24 hours of receiving it.
- Continually engage in personal development, both as a Christian and as a leader.
- Interact with people and communicate passionately about New Life Kids across all demographic groups within the church.
- Constantly look to maintain and improve the safety of children and volunteers in all areas.
- Maintain clear, open communication with parents.
- Manage ministry budget, supplies, check-in systems, and scheduling.

GENERAL RESPONSIBILITY

- Work with NLK leaders and volunteers to create age-appropriate discipleship strategies, not just entertain and baby-sit kids on a Sunday.
- Build and sustain team members for ministry growth above current needs.
- Create leadership opportunities for team members to allow them to grow in responsibilities and ownership.
- Analyze attendance trends, create rendition strategies, and proactively work to build the church through excitement for New Life Kids.

ON SUNDAYS

- Attend all services each Sunday unless approved by Direct Report
- Serve in a variety of rooms, teaching kids, coaching volunteers, and assessing the effectiveness of the internally-developed lessons.
- Present regular opportunities for salvation and baptism to the appropriate ages.
- Regularly maintain Sunday morning hours for recruitment and interaction with current and potential team.

TEAM MEMBERS

- Lead the NLK Admin position to ensure a high quality of onboarding processes and procedures.
- Oversee NLK leaders and NLK age groups.
- Oversee and continually improve the celebration of new and existing volunteers.
- Develop intentional and regular systems of getting feedback from leaders, volunteers, and parents.

- Plan, coordinate and execute a team member recruitment strategy in partnership with the Senior Leadership Team.

CURRICULUM

- Regularly collect feedback from a variety of Nursery - Star Kids and perspectives in New Life Kids on their engagement with the content taught.
- Work with NLK leaders and volunteers to ensure the story of Jesus, not just the stories of the Bible, is clear and personal at every level of cognitive ability.
- Selecting, editing, and revising curriculum to fit the need of NLK ministry
- Oversee the production of all creative media: slides, videos, and decor. Keeping under the umbrellas of the TNLC content and branding family.
- Ensure each week that the digital materials are in place for teaching in all the venues in time for volunteers to be prepared for Sunday services.

SPECIAL EVENTS

- Oversee paid childcare coordinator (unless integrated into the NLK Admin Position).
- Look to lead a multi-day summer event focused on providing opportunities for kids to grow as disciples and take next steps of salvation and baptism, similar to a VBS.

Other duties as required by the Lead Pastor and the Holy Spirit.