

# BRIDGE KIDS JOB DESCRIPTION

## Team Member

Bridge Kids exists to see kidmin leaders called, equipped, growing, and mentoring for the effective discipleship of the next generation.

### Leadership Pipeline

**Senior Leadership:** Leads Church or Campus (Lead Pastor, Campus Pastor)

**Director:** Leads a Department (Worship Director, Children's Pastor, Youth Pastor, etc.)

**Coordinator:** Leads Team Captains (Kids Church, Girls Ministries, Preschool, etc.)

**Team Captain:** Leads Team Members (8:15 Kids Church, 5<sup>th</sup> Grade Stars, 8:45 Nursery, etc.)

**Team Member:** Leads Kids

Note: Depending on ministry size, leaders may serve in multiple roles. But leaders can only disciple 5-10 people. For more than 10 they must recruit the next tier down. For example, a Children's Pastor can be Kids Church Coordinator with 6 Team Members. But with more than 10, they cannot give leaders the needed attention and must lead through Team Captains.



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Grow as a Leader.  
Disciple the Kids.

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When a kidmin leader focuses on kids everyone suffers. When a kidmin leader focuses on leaders everyone is served. – Vance Martin

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For kids to be transformed by Christ, they need a small team of well-equipped leaders that can focus all their attention on them and their spiritual development. THAT'S YOU. Kids need healthy leaders. That's why the culture and structure of Bridge Kids so strongly emphasizes leadership development. Individual teams are led by Coordinators and Team Captains who can give personal one-on-one attention to your development. When we develop LEADERS, the program, parents, and kids get armies of well-equipped teams providing all they need. When we only focus is on the kids, a small group might have a good experience, but leaders don't grow, parents are neglected, and kids only experience what you can produce by yourself. So, expect to grow and be ready when you're challenged to take on more and help others grow in their leadership too.

### Goal 1 - Leaders Called

Get used to saying, "I see in you..."

Our lips are affirmation factories. You are constantly calling out the qualities you see in others. To do that, you must SEE people. You are called to lead and so is every believer you meet. You're not only leading kids, you're looking for teammates to join you in your mission. Help identify where people fit. Watch and listen to affirm people's qualities. Never ask, "Who can fill this role?" Always ask, "Where does this person fit?"

1. Invite. As you discover people's personalities, have ICNU conversations and tell them what gifts you see in them that they would enjoy developing on a Serve Team.
2. Connect. Ensure people you invite to serve connect with the ministry leader in that area.
3. Multiply. Develop these skills in your teammates. Help them develop the skills of seeing all people as leaders, having ICNU conversations, and inviting them to serve.

## Goal 2 - Leaders Equipped

Get used to saying, "I just want to be clear..."

Teams need radically clear expectations and communications. Keep Your Coordinator or Team Captain WELL INFORMED. If you don't understand something, ask.

1. Screening. If you are a new leader, you must complete a process to serve in Bridge Kids which includes a Serve Team application, a background check, and completion of the training videos for your level of ministry.
2. Meeting. If you are a new in this area, you must meet with your Coordinator or Team Captain to verbally discuss your job description and learn all expectations, policies, and procedures.
3. Expectations. You should receive a written job description articulating all we expect you to do and how to do it.
4. Instruct. If you are a new in this area, you observe, shadow, and train in your role.
5. Equip. Your Coordinator or Team Captain should give you all the tools, materials, and communication needed to do your ministry. If you're lacking something, ask.
6. Ongoing communication. Team Members must use and maintain communication systems for when you are scheduled to serve, ensuring every weekly position has a person in place. You should know when you are serving in advance with ample time to prepare. You must also know how and when to communicate your absences as soon as you are aware of them.

## Goal 3 - Leaders Growing

Get used to saying, "What's next for me?"

We expect you to grow. We are more interested in your personal growth than anything you do. This means you and your teammates are always trying something you've never tried and improving something you're already doing.

1. Growing Faith. We expect you to be growing in your personal relationship with God. Talk to your Coordinator and Team Captain about your experiences in worship services, Prayer, Bible, and discipleship. Ask them how they are growing.
2. Growing Skills. We expect that you are learning and improving ministry skills like teaching, performing, classroom management, etc. Seek help in areas you are weak or wish to grow.
3. Growing Positions. You probably have the potential for more. Pray about your ministry and perhaps shadow your Coordinator or Team Captain to learn their job. God is calling people to move up to new ministries. You may be next.

## Goal 4 - Leaders Mentored

Get used to saying, "Let's do this together."

For Team Members, mentorship involves two things. First, and most important is to mentor the kids. Don't just teach. Get to know them, involve them in your activities, help them discover areas where they can grow, and personally invest in your relationship with each child in your group. Second, it means involving yourself in what your Coordinators and Team Captains are doing. Bridge Kids is a culture of leadership development. Team Members are disciples that assist, shadow, and help Coordinators and Team Captains lead kids. Let them mentor you. Everyone should have a mentor and be a mentor. Ideally, Coordinators mentor Team Captains, Team Captains mentor you, you mentor kids, and kids mentor their peers. It MAY be inconvenient to get so personally invested in your relationship with both your mentor and the kids, but the outcome is a culture always growing closer to Christ. When teams work like this, everyone knows, understands, and can eventually do every job. These five things can happen:

1. Your growth. You build yourself up when you contribute in the process. It gives you input and keeps you excited about your ministry. Kids love it when you love your job.
2. Ministry growth. You improve the quality of your ministry by contributing more ideas, solutions, help, and viewpoints beyond just what Coordinators can do themselves.
3. Kingdom growth. You build God's Kingdom when we add classes, services or campuses, and you already know other jobs and can be the next ministry leader for a new group of people.
4. Support growth. You become built-in backup. When you can do what your Coordinators and Team Captains can do. You allow them to step away for emergencies, breaks, and ICNU conversations. Everyone shares the load.
5. Future growth. Every position is temporary, and everyone must pass the torch eventually. When you allow yourself to be mentored you may become the next in line to mentor others.

Mentorship on any level requires being together. Team Members must regularly meet with, talk with, and eat with their mentors. Examples may include pre-service prayer, planning days, setup/teardown, team meetings, one-on-ones, holiday events, etc.

## Tasks

You and your teammates are responsible for the following. Understand, commit, and hold your teammates accountable. Strong leaders produce successful kids ministry.

1. Team Culture. The health of our teams directly affects their ministry to the kids. Bridge Kids is a culture of discipling leaders. Leaders should be helping each other grow. This culture is perpetuated at all leader meetings and gatherings. **Serving as a Team Member includes connections about 17 times per year.**
  - **Regular** connections with your Team Captains or Coordinators (Just your program)
    - The purpose is to connect. Anything from pre-service huddles to casual lunches to formal meetings qualify. Regardless of format, your leaders must connect with you at least once a month.
  - **Quarterly** GPS Gatherings (All Kidmin Leaders)
  - **Annual** BC Family Meeting (Whole Church)
2. Bring Faith Home. Teams are expected to communicate, reinforce, and reward tools for families to practice faith and spiritual disciplines like Bible reading and prayer at home. Additional parent programs and resources are also encouraged.
3. Content. What you teach the children matters. That's why your Coordinator or Team Captain has provided a curriculum shared by all campuses. Though the same source material is used, teams are expected to adapt it to the unique leaders, resources, and culture of their group. But it should remain scriptural, gospel-centered, engaging, fun, creative, applicable, developed in advance, and WELL PREPARED.
4. Materials. Teams must ensure schedules, lesson plans, craft supplies, object lessons, games, costumes, etc. are communicated and prepared before the day of ministry.
5. Safety & Security. Teams must ensure the secure check in and check out of all students using Planning Center Check Ins and be familiar with established safety policies.
6. Classroom Management. Teams are expected to maintain order in their groups. Kids need structure. A well-planned schedule of activities should be maintained, kids should know the rules and consequences, and leaders should follow through.
7. Environment. Teams should create and maintain a clean, well-organized physical space. Teams should also maintain a culture that makes kids feel emotionally, spiritually, and physically safe.
8. Fun and Creativity. Teams are expected to have fun! All leaders are encouraged to improve the content they are given. Teams should remain constantly aware of whether the kids are enjoying themselves and improve things if needed.
9. Cross-Campus Unity. Teams should be intentional about creating an experience that feels the same between all campuses. Work with your Coordinator or Team Captain to achieve this.