

## **Kids Crew Leader — Job Description**

### **Position Purpose**

The purpose of Kids Crew is to help children know Jesus Christ, grow in their faith and learn to follow Jesus in every area of their lives.

The Kids Crew leader provides spiritual, programmatic and administrative leadership for the church's ministry to children. The leader creates a welcoming, safe and Christ-centered environment where children can learn, worship, build relationships and grow as disciples of Jesus.

### **Accountability**

The Kids Crew Leader reports to the Lead Pastor and works collaboratively with church staff, ministry leaders, parents and volunteers.

### **Core Responsibilities**

#### **Lead the Kids Crew**

- Provide overall leadership and coordination for Kids Crew.
- Lead Kids Crew during its appointed time on Sundays, with the goal of teaching children about Jesus Christ and helping them follow Jesus in all areas of their lives.
- Work directly with children and with the adult and teen leaders who serve in Kids Crew.
- Develop and maintain a welcoming, engaging and spiritually meaningful environment for children.
- Oversee ministry to children during church gatherings.
- Arrange and oversee child care for church gatherings and events when needed.



## Curriculum and Spiritual Formation

- Select, develop and prepare age-appropriate, biblically grounded curriculum and learning experiences.
- Plan lessons and ministry activities sufficiently in advance to provide continuity and allow volunteers adequate preparation time.
- Create opportunities for children not only to learn about God but also to worship, pray, serve and apply what they are learning in their daily lives.
- Look for evidence of children's spiritual growth and help parents and caregivers reinforce that growth at home.

## Vision and Ministry Development

- In collaboration with other Kids Crew leaders and church leadership, establish a vision and priorities for the ministry and align available resources with that vision.
- Regularly evaluate the effectiveness of Kids Crew and identify opportunities for improvement and growth.
- Explore appropriate opportunities for outreach and engagement with children and families in the surrounding community, including special events, camps and other ministry opportunities.

## Volunteer Leadership

- Recruit, train, schedule, support and encourage adult and teen volunteers.
- Cultivate a volunteer culture in which people are equipped to serve effectively and experience joy and purpose in their ministry.
- Maintain adequate volunteer coverage for Kids Crew activities and communicate schedules and expectations clearly and in advance.
- Provide volunteers with the curriculum, resources, training and information necessary to serve effectively.
- Help identify and develop volunteers who can assume greater responsibility and leadership within the ministry.



## **Parents and Families**

- Partner with parents and caregivers in supporting children's spiritual development.
- Communicate regularly with families about Kids Crew activities, schedules and opportunities.
- Respond appropriately to questions, concerns and ministry needs involving children and families.

## **Administration and Ministry Continuity**

- Maintain appropriate ministry records, schedules, resource materials and other administrative information.
- Maintain written procedures and other documentation necessary for the effective and consistent operation of Kids Crew.
- Manage Kids Crew supplies, equipment and resources responsibly.
- Work within the ministry's approved budget and follow church procedures for purchases and expenses.
- Maintain appropriate plans and materials so that the ministry can continue effectively during vacations, absences or leadership transitions.

## **Safety and Church Policies**

- Follow and help implement all church policies and procedures related to child safety, supervision and volunteer participation.
- Ensure that adult and teen volunteers understand and follow applicable Kids Crew safety requirements and procedures.
- Promptly communicate safety concerns or other significant issues to the appropriate church leader.

## **Staff Participation and Development**

- Attend weekly staff meetings and other meetings, retreats, seminars or activities required by the direct supervisor.



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- Participate in appropriate training and professional or ministry development opportunities.
- Seek opportunities to learn from other children's ministry leaders and organizations and apply relevant practices to Kids Crew.

## **Hours and Compensation**

This is a part-time, hourly position. A typical week is expected to require approximately 15–20 hours, recognizing that ministry needs and hours may vary at different times of the year.

The Kids Crew Leader will submit hours worked to the appropriate supervisor on a biweekly basis and communicate with the supervisor when ministry demands are expected to require hours beyond the normal range.

Because Kids Crew follows a seasonal calendar, the distribution of hours may vary during periods when regular Sunday programming is on break.

## **Additional Expectations**

The Kids Crew Leader is expected to demonstrate a growing relationship with Jesus Christ and conduct the ministry in a manner consistent with the church's mission, beliefs and values. The leader should demonstrate spiritual maturity, dependability, good judgment, strong communication and organizational skills and a genuine love for children and families.



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