



SALEM CHURCH

Kids Ministry - Administrator

Purpose:

The purpose of the Kids Ministry Administrator is to help cultivate a relational disciple-making culture around Salem's mission and vision by supporting the Sunday & Wednesday Lead roles through administration and presence.

Opportunity:

Throughout our history, Salem has always had a high value for and strong commitment to ministering to kids and their families. Currently there are over 200 kids, along with 60 volunteers who love investing in the lives of kids from birth through 6th grade. Salem is a multigenerational and multi-ethnic community that continues to grow. As the vision for this next chapter of ministry becomes clear, the opportunity exists to see an even more dynamic partnership grow between the Kids Ministry and parents in a way that fuels growth in families, in our church, and where our families live, work, study, or play. There is a strong desire for the next candidate to bring a personal and relational approach to the church, to families, and to the local community.

Time, Reporting, and Compensation:

The Administrator role can be a 20 hour part-time, hourly position, or two separate 10-hour roles. Compensation is determined by the Board of Elders and reporting by the Senior Pastor.

General Responsibilities:

- Build community and spiritual growth in and between Kids staff and volunteers.
- Ensure all programming is planned, prepared, and executed with thoughtful intentionality.
- Communicate clearly and regularly to the families of Salem.
- Monitor safety precautions for kids and volunteers within the Kids Ministry.
- Ensure excellent nursery care for Sunday services, Wednesday nights, and events as needed.
- Ensure compliance to policies, procedures, and standards of Salem and the State of Minnesota.
- Meet weekly with Kids Ministry Team.
- Maintain positive personal and professional relationships with all staff members.
- Be present for holidays on a rotating basis.
- Anything else as directed by supervisor or the Senior Pastor.

Specific Responsibilities:

- Sunday Prep
 - a. Read weekly lesson and choose 2-3 activities for each level (Prek-K, 1st-3rd, 4th-6th).

- b. Gather supplies for each classroom (including any take home sheets)
 - c. Communicate with leaders which activities are prepared for them.
 - d. Make sure each classroom has the correct posters for that Unit/Lesson/Day.
- Sunday Morning
 - a. Set up check in stations.
 - b. Make sure all rooms have snacks and water.
 - c. Answer any questions about lesson.
 - d. Greet and help new families.
 - e. Reach out to leaders who didn't show.
 - f. Clean up and reset classrooms each week.
- Wednesday Prep
 - a. Create and set out Cave cards (also convert for website).
 - b. Get leaders bins organized with correct supplies.
 - c. Prep rooms for small group activity.
 - d. Organize prize cart and update sheet weekly.
- Wednesday Night
 - a. Set up check in stations and greet and direct families.
 - b. Place bins in correct rooms for leaders.
 - c. Hang up signage: pews and front doors.
 - d. Lock and unlock entry way during appropriate hours (always have keys if needed).
 - e. Step into a classroom as needed.
 - f. Help clean and reset building for next day/week (bins, roads, classrooms, etc.)
- Miscellaneous: Anything else related to the website or calendar as needed.

Character Traits:

- Team collaborator with a disciple-making attitude.
- A heart for kids both inside and outside the church.
- Passion for seeing kids and volunteers grow in their love and understanding of Go.
- A strong communicator with interpersonal skills.
- A humble leader who embraces training and equipping people for success.
- Gifted recruiter and encourager who brings in new volunteers and helps them feel valued.
- Competent in organization, administration, and interpersonal relationships.

Qualifications:

- A personal faith in Jesus Christ, evidence by a clear testimony and lifestyle.
- Committed to their personal relationship with the Lord, overflowing into others.
- Commitment to ongoing personal, professional, and spiritual development.
- Experience in leading a program for kids in a secular or church environment.
- Must complete and pass a criminal background check.
- In agreement with the EFCA doctrinal statement as well as Salem's Mission, Vision and Values.

Please send all cover letters and resumes to salemefckids@gmail.com.