

Montgomery Community Church
Position Description

Title: Kids Ministry Director / Pastor

Classification: Regular Full-Time, Exempt

Benefits: As indicated in the Employee Handbook

Purpose: The primary purpose of this position is to shepherd the MCC Kids Department from a pastoral, biblical, and operational perspective. This role directly champions MCC Kids' spiritual formation while managing the day-to-day operations of the ministry.

Responsibilities:

- 1) Conduct regular Kids Department check-ins to align ministry goals, review key logistics, and maintain high standards of care and collaboration.
- 2) Attend MCC's All-Staff and Directors meetings to represent the needs and calendar events of the Kids Department.
- 3) In the spirit of good stewardship, manage the annual Kids Department budget within approved parameters, approve/verify Kids Coordinators payroll via Paycom, and approve/verify Kids Coordinators expenses via Blackbaud.
- 4) Supervise and support the Early Childhood Coordinator, Elementary Coordinator, Childcare Coordinator, and high-capacity servant leaders in their weekly ministry, MCC Kids programming, and development.
- 5) Recruit and encourage MCC Kids servant leaders alongside the Kids Coordinators.
- 6) Host annual and specialized training for MCC Kids servant leaders.
- 7) Select, align, and implement age-appropriate biblical curriculum across MCC Early Childhood and MCC Elementary in collaboration with core servant leaders and Kids Coordinators.
- 8) Oversee check-in systems, VerifiedFirst background checks, and ensure child protection policies are being strictly followed.
- 9) Maintain a weekly Sunday morning presence at MCC Kids to provide leadership coverage and support coordinator/servant leaders.
- 10) Teach occasionally as a sub in either MCC Early Childhood or MCC Elementary.
- 11) Lead, help plan, and execute special events (Child Dedications, Vacation Bible School, Elementary Baptisms, etc.) alongside the MCC Kids Team.
- 12) Serve as the primary face and point of contact for parents, servant leaders, and children.
- 13) Provide pastoral care to servant leaders, children, and their families.
- 14) Send regular updates to parents/servant leaders via Realm newsletters and emails.

Kids Director/Pastor Position Description
Effective: August 26, 2026

Qualifications:

- 1) A personal/growing relationship with Jesus Christ and agreement of MCC's Statement of Faith, Mission, and Vision.
- 2) Bachelor's Degree in Education, Ministry, etc. or comparable work experience.
- 3) Experience working with children.
- 4) Two or more years of supervisory or team management experience.
- 5) Be or become a member of MCC.

Reports to: Lead Pastor

Report staff: Early Childhood Coordinator
Elementary Coordinator
Childcare Coordinator