

SOJOURN KIDS DIRECTOR: JOB DESCRIPTION

Position: Part-Time Kids Director

Reports to: Associate Pastor, Tim Garcia

Time Commitment: 7–8 hours per week, including Sunday mornings

Compensation: \$650/month stipend (\$7,800/year)

Vision

To cultivate a safe, welcoming, and Christ-centered environment where children grow in their understanding of the gospel and volunteers feel supported. This role serves to lead and coordinate Sunday morning kids' ministry in a way that reflects the heart of Jesus for children and the church's commitment to generational faithfulness.

Core Responsibilities

Volunteer Leadership & Management

- Recruit, train, and care for a team of volunteers to serve in Kids Ministry.
- Maintain a consistent volunteer schedule for Sunday morning classrooms.
- Ensure all volunteers have up-to-date background checks.
- Work with the Elders when additional volunteer recruiting is needed.
- Communicate regularly with volunteers regarding schedules, policies, procedures, and curriculum expectations.

Curriculum & Classroom Preparation

- Implement and manage the curriculum selected by the Elders.
- Ensure all lesson guides, materials, and supplies are prepared in advance for Sunday use.
- Keep classroom and hallway bulletin boards updated.

Event Support & Seasonal Planning

- Support VBS planning and coordination (in partnership with a VBS Director if appointed).
- Recruit volunteers to provide childcare for church events (e.g., membership meetings).
- Plan and coordinate annual school-grade promotion and celebration events.

Volunteer Development & Training

- Organize occasional volunteer training and encouragement gatherings to equip and thank your team.

Budget & Supplies

- Propose an annual Kids Ministry budget to the Director of Finance.
- Manage spending responsibly and coordinate supply purchasing as needed.
- Communicate significant program or facility needs to the Associate Pastor.

Sunday Morning Presence

- Welcome families and children warmly at check-in and in classrooms.
- Be available to fill in for last-minute volunteer absences when needed.
- Create a positive, calm, and prepared environment for kids and volunteers.

Spiritual Leadership

- Pray regularly for the children, parents, and volunteers of Sojourn North.
- Support a culture of gospel growth and family partnership within the church body.