



Position Description for

Kids Ministry Coordinator

Here at North Heights our vision is to Find Faith, Discover Purpose, Live Eternal Significance.

Led by the Holy Spirit, North Heights engages all people to find faith in Jesus, discover their God-given purpose and equip them to lead lives of eternal significance.

We are looking for staff to join us in this vision.

Title: Kids Ministry Coordinator

Reports to: Pastor of Disciple Making

Employment Status: Exempt

Summary of Position: The Kids Ministry Coordinator is responsible for developing dependable, safe, secure and loving environments to our kids, birth–grade 5.

Minimum Qualifications:

- Proven leadership evidenced interpersonally, within organizational dynamics, as well as the ability to lead and disciple volunteer leaders
- Competence in caring for kids, birth–grade 5, with the ability to adapt, interact and learn in the midst of variety of personalities
- Faithful involvement within the life of North Heights Lutheran Church

Duties & Areas of Responsibility:

- Adhere to staff core values
- Adheres to the Constitution and Bylaws of North Heights
- Establish and manage measurable quarterly goals that are in alignment with our Vision
- Develop, lead, shepherd and disciple volunteer leaders
- Directly oversees the Nursery Associate and ensures the cleaning of toys, rooms and keeping up-to-date with safety codes

- Strategize, along with the Family Ministry Team, how to embrace their physical needs, experience God's love and meet God's family, all within a friendly, safe and clean environment
- Formation and annual strategic planning of ministry to our kids
- Giving leadership to recruiting, training and equipping Kids Ministry volunteer leaders
- Developing cheerful, clean, safe and age-appropriate environments
- Building a loving, Spirit-filled ministry in order to show kids that they are loved, valued and safe
- Creating dynamic Family Ministry opportunities and faith-at-home resources
- Performs other duties as assigned that further the vision of North Heights

Knowledge, Skills & Abilities Required:

- Belief that Jesus is the one and only Son of God and the only name that can save a human being. Be filled with the Holy Spirit and demonstrate the use of spiritual gifts
- A passion for God evidenced over time in a life of expressed worship, personal devotion and prayer, disciplined study and sacrificial service.
- A heart of a servant leader—following Jesus' example, we are here to serve not to be served
- A willingness to be a team player realizing that ministry is not done alone
- An ability to discover, strategically implement and teach biblical truth
- A track record of enthusiastic and resourceful ministry practice
- An exhibition of consistently moral behavior
- Faithful involvement within the life of North Heights Lutheran Church
- An ability to translate North Height's Vision: Led by the Holy Spirit, North Heights engages all people to find faith in Jesus, discover their God-given purpose and equip them to lead lives of eternal significance
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- Competence in caring for kids, birth–grade 5, with the ability to adapt, interact and learn in the midst of variety of personalities