



6612 Creedmoor Road
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www.asburyleigh.org

TO ENGAGE IN RELATIONSHIPS WHERE CHRIST TRANSFORMS

Position Title	Ministry
Director of Kid's Ministry	Family Ministry

Position Description

Provides leadership and direction for all church activities concerning children from birth through 5th grade. This includes planning, implementing, and supporting the mission, vision, and core beliefs of Asbury Church as they relate to children. The primary focus of this position should center on Christian education for children.

This position reports to the Lead Pastor and supervises the Children's Ministry Assistant and Head of Nursery.

Responsibilities include, but are not limited, to the following:

- Oversee and coordinate all aspects of Sunday morning nursery, preschool, and elementary-aged programming, including curriculum selection, planning, and distribution of supplies to leaders.
- Ensure the Kids Min check-in computers and badge printers are set-up prior to programming.
- Prepare area for children, unlock rooms, ensure supplies are distributed.
- Coordinate recruitment of Sunday School teachers, substitutes, teacher training, teacher appreciation, resourcing Sunday School supplies and equipment.
- Train, schedule and verify volunteer coverage for kid's ministry activities.
- Hold weekly huddle with Sunday volunteers to build relationships and pray together.
- Welcome and greet families as they arrive.
- Be available to assist with issues that may arise during kid's ministry programs (such as crying babies, new family registration, needed substitutes in classrooms, etc.)
- Assist in arranging childcare for church-wide events and other Asbury special events.
- Work with activities/events chairpersons to support and give feedback on details for special events, such as Fall Festival, Christmas Eve, Easter Celebration, summer programming.
- Coordinate a summer camp opportunity, such as Camp KidJam. Responsible for sign up, registration and travel arrangements. Must ensure registration fees collected match enrollment in activities.
- Ensure volunteers complete necessary background checks and update their records in Realm.
- Be a liaison between Asbury Church and Lynn Road Elementary School for community needs such as Backpack Buddies Program, Angel Tree, School Supply Collection, and Lynn Road Luncheon.
- Be aware of, adhere to, and enforce Asbury's Safe Sanctuaries policy within kid's ministry. Plan and hold an annual Safe Sanctuaries training for all kid's ministry volunteers.

Qualifications:

- Background and experience in Child Development, Early Childhood and/or Elementary Education.
- Possess a strong understanding of spiritual formation in children and/or an understanding of Christian education principles for children.
- Strong computer skills, including proficiency in MS Office applications. Knowledge of Planning Center and Mail Chimp preferred.
- Excellent verbal and written communication skills, with a strong attention to detail.
- Must be able to manage time effectively and prioritize duties.
- Prior experience in creating and managing a program budget.

- Pride in being punctual, dependable, and trustworthy.
- Ability to take both initiative and direction and to work enthusiastically with others as part of a team effort.
- Excellent team player with strong team building and development skills. Conflict resolution skills, a plus.
- Required background check annually.
- Must be in agreement with the mission and strategy of Asbury Church of engaging in relationships where Christ transforms through worship, groups and service.

Hours: This is a full-time, exempt position with a Sunday-Thursday work schedule. Special events may require occasional Friday or Saturday commitments.

Compensation: Salary commensurate with experience and education.

To apply: Please complete the [employee application](#) and return it along with your resume and cover letter to Paula Jones, Business Administrator. You may email it to paula@asburyraleigh.org or mail to the address above.