

Kaimuki Christian Church

Job Description

Children's Ministry Director

Position: Children's Ministry Director

Department: Children's Ministry

Reports To: Director of Ministries

Direct Reports: 4 Part-Time Childcare Workers

Volunteer Team: Approximately 8-10 Volunteers

Ministry Age Range: Nursery through 5th Grade

Status: Full-Time, Exempt (40 hours/week)

Location: Kaimuki Christian Church

Compensation: Commensurate with experience and education, plus benefits per KCCS staff policy

Position Summary

The Children's Ministry Director (CMD) directs, develops, and administers all aspects of KCC's Children's Ministry, serving children from nursery (6 months – 30 months) through 5th grade. This position exists to partner with families in discipling the next generation, equipping children to know and follow Jesus in ways that are age-appropriate, joyful, and rooted in the Word of God.

The CMD is both a ministry director and a hands-on administrator. This person recruits, trains, schedules, and supervises a team of volunteers and paid childcare workers; creates and maintains safe, organized, and spiritually engaging environments each Sunday; administers two major seasonal events geared specifically for children each year; and cultivates intentional pathways for children's spiritual formation, including parent dedication and baptism preparation classes. The CMD works collaboratively under the direction of the Director of Ministries to ensure the Children's Ministry reflects Kaimuki Christian Church's mission and vision.

General Responsibilities

1. Vision and Ministry Planning

- Translate KCC's mission and values into age-appropriate Children's Ministry programming for nursery through fifth grade at all weekend services.
- Select and manage a curriculum that is theologically sound, engaging, and suitable for each age group.
- Stay current with trends, resources, and best practices in children's ministry through ongoing reading, training, and professional development.

2. Sunday Ministry Operations

- Prepare and supervise Children's Ministry programming for two Sunday morning services (8:30 and 10:30 a.m.).
- Ensure each classroom is properly set up, staffed, safe, and spiritually ready before each service.
- Maintain and communicate a weekly and monthly schedule for volunteers and childcare workers so that all rooms are appropriately covered.

- Be present and engaged on Sunday mornings to supervise the team, troubleshoot needs, teach, and serve families with excellence.
- Attend a Friday evening worship service regularly as a personal spiritual discipline and to remain grounded in the life of the congregation.

3. Supervision of Paid Childcare Workers

The CMD directly supervises four (4) part-time childcare workers. These workers staff the nursery and children's classrooms on Sunday mornings and are available on an as-needed basis for occasional weekday ministry needs, including a recurring Monday evening small group.

- Schedule and deploy childcare workers across Sunday services and any approved weekend/weekday ministry events, ensuring adequate coverage at all times.
- Track and approve weekly timesheets for part-time childcare workers through ADP, KCC's designated payroll platform, in accordance with payroll deadlines.
- Conduct regular one-on-one check-ins with childcare workers to provide direction, encouragement, and accountability.
- Communicate clear expectations for conduct, child safety protocols, and ministry standards to all childcare workers upon hire and on an ongoing basis.
- Identify and address staffing and procedural gaps proactively. While the long-term goal is to grow volunteer capacity rather than add paid positions, the CMD will communicate staffing and procedural needs to the Staff Pastor / Director of Ministries as they arise and to the Children's Ministry team.

4. Volunteer Equipping and Direction

The CMD directs a volunteer team of approximately eight to ten people who serve alongside childcare workers on Sunday mornings. Growing and sustaining this volunteer base is a central priority of the role.

- Actively recruit potential volunteers from within the congregation through personal invitation, announcements, and coordination with the pastoral team.
- Evaluate, screen, and onboard potential volunteers through a defined process to ensure a proper fit in the Children's Ministry.
- Train volunteers in child safety protocols, ministry expectations, curriculum delivery, and KCC's discipleship values.
- Maintain a current, organized volunteer roster and rotation schedule so that each volunteer serves at a sustainable and predictable frequency.
- Hold quarterly team meetings to inform, encourage, spiritually invest in, and equip the volunteer team.
- Recognize and celebrate volunteers in ways that affirm their contribution and build team culture.
- Lead volunteers not only as ministry workers but as disciples, praying for them and supporting their spiritual growth.

5. Child Safety and Compliance

- Ensure criminal background checks are administered for all approved volunteers and paid childcare workers prior to their service in the ministry.
- Ensure that all paid workers and approved volunteers complete required sexual abuse awareness and prevention training as mandated by KCC and applicable organizational policies.
- Maintain current and accurate rosters of all children enrolled in nursery through fifth grade.
- Enforce check-in and check-out procedures, along with other child protection protocols, consistently at every service.

- Stay informed about and implement updates to child safety policies as directed by the Staff Pastor/Director of Ministries or the Senior Pastor.

6. Discipleship and Family Ministry

A core conviction of KCC's Children's Ministry is that families disciple their children. The CMD supports pastors' efforts to build a culture of discipleship within families and creates intentional pathways for children's spiritual formation.

- Schedule and lead (or appoint in conjunction with the Lead Pastor) Parent Dedication classes that prepare families for child dedication services and coordinate child and baby dedications within the weekend worship schedule in partnership with the pastoral team.
- Schedule and lead (or appoint in conjunction with the Lead Pastor) Children's Baptism classes, taught with their parents present, resulting in scheduled baptism dates for children ready to make a public profession of faith.
- ~~Coordinate with KCS chaplains and faculty, where appropriate, to build connection points between the school community and KCC's Children's Ministry.~~
- Partner with the Youth Ministry Director to engage with the Youth Ministry in a serving partnership and to facilitate smooth transitions from fifth grade to the Middle School Ministry.

7. Seasonal Events

The CMD holds full administrative, coordination, and executive responsibility for two major annual events, as well as supporting seasonal events. This includes budgeting, logistics, volunteer coordination, curriculum, communications, and on-site execution.

- Summer Season Vacation Bible School (VBS): Plan and execute KCC's independently run VBS program from concept through completion, including theme selection, curriculum, decorations, volunteer recruitment and training, registration, and daily programming.
- Fall Season Harvest Celebration: Plan and execute KCC's annual Harvest Celebration from concept through completion, including activities, volunteers, logistics, and all children's programming.
- Coordinate all seasonal event needs with the pastoral team, facilities, and other ministry departments in a timely manner to engage the Children's Ministry (e.g., Easter, Christmas).
- Submit event budgets for approval in advance and manage expenses responsibly within approved allocations.

8. Administration and Reporting

- Maintain organized records for the ministry, including volunteer rosters, child enrollment, background check status, training completion, and event documentation.
- Meet weekly with the Staff Pastor / Director of Ministries to align on priorities, communicate needs, and report on ministry activity.
- Participate in all-staff meetings and contribute to the broader culture and life of KCC's ministry team.
- Produce a monthly report to the KCC Elders on ministry updates and evaluate Children's Ministry reports for accuracy.
- Embrace and assist with other ministry duties as needed, in coordination with the pastoral team.

Spiritual Qualifications

- Has received Jesus Christ as personal Lord and Savior and possesses a vibrant, growing faith.
- Live as a Christian role model in attitude, speech, and actions, including commitment to Biblical standards for sexual conduct and a healthy lifestyle

- Join the KCC membership and remain in good standing, abiding by the KCC Membership Covenant: protect the unity, share the responsibility, serve the ministry, connect through an ohana group, and support the church's testimony
- Adhere to and uphold KCC's *Leadership Values*
- Exercise discernment with sensitive and confidential information; apply Matthew 18:15–18 in conflict resolution
- Is in full agreement with Kaimuki Christian Church's Statement of Faith and wholeheartedly supports KCC's mission, vision, and values.
- Believes that the Bible is God's Word and the standard for faith and daily living.
- Is a member in good standing at KCC (or will become a member). The CMD is required to make Kaimuki Christian Church their home church and primary faith community.
- Demonstrates by example the importance of Scripture study, prayer, witness, and unity in the Body of Christ.
- Attends a Friday evening worship service regularly for personal spiritual growth, in order to remain connected to the life and direction of the congregation.
- Applies the principles of Matthew 18:15–18 in conflict resolution.
- Maintains a commitment to personal spiritual growth and a healthy lifestyle.

Professional Qualifications

- Bachelor's degree required; degree in Christian Education, Ministry, Elementary Education, or a related field preferred.
- Minimum three (3) years of experience in children's ministry at a director level or higher, including direct responsibility for volunteers, curriculum, and programming.
- Demonstrated experience managing teams and directing events from planning through execution.
- Strong interpersonal and communication skills; able to engage warmly and effectively with children, parents, volunteers, and staff.
- High level of organizational skill and attention to detail, with the ability to manage multiple responsibilities simultaneously.
- Proficiency in basic administrative platforms; experience with ADP or comparable payroll/timesheet systems is a plus.
- Self-directed and dependable, with the ability to work independently while remaining accountable to team leadership.

Physical Requirements

- Must be able to remain on one's feet for extended periods during Sunday services and ministry events.
- Must be able to lift and move up to 30 lbs. (e.g., curriculum materials, supply bins, event equipment).
- Must be able to engage actively and energetically with children of various ages, including young children in nursery settings.

Employment Details

Employment Status: Full-Time, Exempt

Hours: 40 hours per week

Primary Work Days: Sunday required; weekdays vary by ministry calendar

Recurring Commitments: Sunday services (8:30 & 10:30 a.m.); Friday evening worship service; team meetings; Monday evening childcare coverage (as needed)

Background Check: Required — State of Hawai'i Criminal Justice Data Center

Training Required: Sexual abuse awareness and prevention training per KCC policy

Church Membership: Required (or commitment to pursue membership upon hire)