



JOURNEY
EST. OF FAITH 1911

JOB DESCRIPTION

Director of Children's Ministry – Manhattan Beach Campus

Reports to: Executive Director of Family Ministry
Job Type: Full-Time
Membership: Required to be a member or regular attender upon hire

POSITION SUMMARY

The Director of Children's Ministry (Manhattan Beach) will be responsible for, in partnership with campuses directors and Executive Director of Family Ministry, overseeing the life and direction of the Children's Ministry operations, teaching, and volunteer care. Children's Ministry is a place where kids are loved unconditionally, protected uncompromisingly, and taught the truths of the Bible creatively. We believe that God has called us to intentionally invest in parents to support and empower them as they raise their children to know Jesus.

ESSENTIAL DUTIES, RESPONSIBILITIES AND SKILLS

- Oversee and maintain excellent Children's Ministry operations (birth – 5th Grade); including Sunday mornings, mid-week program, and special events/projects.
- Plan and direct Sunday morning ministry curriculum, volunteers, supplies, and A/V.
- Identify potential Journey Kids volunteers and cast vision, values, and culture for the volunteer team.
- Lead and develop teams and volunteers to lead and execute ministry.
- Facilitate and coordinate the training, orientation, and scheduling of volunteers.
- Plan all volunteer appreciation events, efforts, and correspondence.
- Meet and exceed the required number of volunteers during all weekend and mid-week experiences.
- Minister to the families and aid in connecting what happens on the weekend with what happens at home.
- Builds community among families and volunteers on a regular basis.
- Intentionally push families to be involved in our local outreach opportunities with Community Life and to connect through life groups.
- Maintain excellent children's ministry facilities.
- Lead Kids Ministry Team in the development and implementation of two family-focused outreach events per year, Summer VBS, and Summer Camp.
- Collaboratively function as a member of the Family Ministries team creating an overarching ministry to students from birth through college.



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- Teaching preparation (includes recommending and maintaining the curriculum for children birth through fifth grade).
- General counseling of members. Visit the sick, lead baby dedications and assist with baptisms.
- Manage paid staff and volunteers by ensuring their spiritual health and progress within their individual positions.
- Create, implement, and maintain policies & procedures to create consistency across all campuses in Children's Ministries.
- Cooperate with the Executive Director of Family Ministries by performing any other duties when asked to do so.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES)

- A strong and growing relationship with Jesus Christ that is evident in both the personal and professional life
- Able to agree and uphold our mission, vision, core values, staff values & faith statements
- Journey of Faith expects its employees to be regular attendees of the Church and to comply with its religious beliefs
- Be driven to reach kids who do not know Christ by being relevant and providing a great space for them to connect with other kids and leaders
- Be an advocate for connecting with parents and equipping them to be the leader of their child's spiritual development
- Be an advocate for connecting with parents and equipping them to be the leader of their child's spiritual development
- Have the ability to grow campus attendance by creating and implementing a strategy that draws families in to the church through Journey Kids ministry
- Be a proven project manager with strong attention to details and administrative skills
- Be a team-player and team-builder who focuses on the good of the entire organization
- Be a strong communicator and a good listener
- Communicate with effectiveness and savvy across the organization
- Demonstrate ability to build rapport and develop strong relationships
- Have a track record of reliability, dependability and conscientious work habits
- Have the ability to organize and prioritize effectively
- Have the ability to adapt and work efficiently in a rapidly changing dynamic environment with deadline pressures
- Have a Bachelor's degree and 3-5 years of related experience
- Proficient in Microsoft Office
- Eager to learn new things



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ABOUT JOURNEY OF FAITH

Our Journey began in 1911 with a small group of 30 families wanting to share the love of God in the beach cities of the South Bay. With practical Bible teaching and a heart for service to the community, the congregation grew out of their first two locations in Hermosa Beach. In 1957, the leaders of the church purchased the Manhattan Beach property, and called it, “four acres of faith.” After many years of growth and with the vision of raising up the next generation of Jesus followers, Journey proudly opened the doors to their second campus earlier this year in the neighboring city of Torrance.

We are humbled and honored to have 107 years of history in the South Bay, serving over 3,000 people each Sunday. Journey is a church on a mission, following God’s call for us, and where he wants to lead us next. We are looking for team members who want to be part of this mission.

Journey of Faith’s mission statement: *To bring glory to God by loving God, loving people and making disciples.*

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum