



PROVIDENCE CHURCH

Providence Church is a growing church in the suburban area of Frisco, Texas. Our mission “to glorify God by making disciples through the Gospel, in community, and on mission” fuels our philosophy of ministry. Therefore, everything we do, every ministry we engage in, and every program we promote must align with our great desire to glorify God by seeing the Gospel change individual lives.

Position: *Director of Providence Kids*

Purpose of Position: Primarily responsible for providing spiritual leadership, strategic vision, and hands-on management for the children's ministry, ensuring the spiritual growth and development of children from birth to fourth grade, and working with the Director of Providence Academy in vision casting and personnel management and shared resources.

Primary Duties & Responsibilities:

- **Leadership**
 - Spiritual - provide spiritual oversight and guidance to the children's ministry, fostering a Christ-centered environment. Develop and implement age-appropriate discipleship programs that align with Providence's theology and principles.
 - Staff - lead the children's ministry staff in their responsibilities as driven by ministry goals. Maintaining staff culture marked by unity and a service-focused mindset.
 - Care - shepherd and provide care to children and their families, fostering a supportive and caring community. Respond to the spiritual and emotional needs of children, parents, and volunteers.
- **Vision and Strategy**
 - Work with church leadership to develop a clear vision and strategy for the children's ministry that aligns with the overall mission and values of the church.
 - Plan and execute programs that engage children in worship, teaching, and fellowship.
- **Teaching and Curriculum**
 - Develop and oversee the implementation of biblically sound and age-appropriate curriculum for various age groups within the children's ministry.
 - Ensure that teaching materials align with Providence's theology and are in line with the church's doctrinal statement.
- **Operations**
 - Volunteer Recruitment and Training - recruit, train, and lead a team of dedicated volunteers to serve in various capacities within the children's ministry. Provide ongoing training and support to volunteers, equipping them to effectively minister to children.
 - Safety and Security - Implement and enforce safety and security protocols to ensure the well-being of children during all ministry activities. Work with church leadership to maintain compliance with child protection policies and procedures

Expectations:

- Be a faithful follower of Jesus Christ and is to be actively seeking a deeper relationship with Him.
- Passionate about seeing children and families pursue a relationship with Christ.
- Fulfill the duties required of Providence Church covenant members as outlined in the membership covenant.
- Exhibit a servant leader's heart for ministry to the body of Christ.
- Be disciplined and diligent with his/her time, keeping a balance between home and work.
- Recognize that working with a team is essential to successful ministry. It is expected that he/she work closely with other staff and families in Providence Kids.
- Maintain confidentiality with sensitive church information

Knowledge and Skills:

The Director of Providence Kids and Academy must have an in-depth knowledge of scripture and doctrinal alignment with Providence Church. At minimum, the director should have a bachelor's degree - a teaching certificate is preferred, and a master's degree is exemplary. Must be an excellent communicator and have strong organizational skills. Capable of completing both long-term projects and immediate tasks with excellence. He/she must have the ability to see what needs to be done and to complete the work required, overcoming any obstacles that arise. The Director of Providence Kids must be able to organize, prioritize, and multi-task using good time management skills in a fast-paced environment. Proficiency with Microsoft Office applications and Mac-based programs are required.

Direct Report: Executive Pastor

Schedule: Full-time

Vacation: PTO days

Salary: paid bi-weekly

The job description is not a comprehensive listing of activities, duties, or responsibilities required of the employee. It is an overview of the responsibilities, expectations, and skills of the aforementioned position.