

Creative.Church

Kids Ministry Assistant Director

Creative Church is a multi-campus church located in the Greater Twin Cities, Minnesota area, led by Pastor Jonathan and Joanne Brozozog. Creative Church has continued to grow as one of the most diverse churches in the area over the past 17 years and were recently listed as the 24th fastest growing church in America by Outreach Magazine. As we grow, God gives more opportunities for expanding our team, and we are looking for talented, called and dedicated leaders like you to join us in this journey.

Please submit all resumes to andrew@creativechurch.com with the position title in the subject line. Thank you.

Position Description:

To provide logistical and leadership support to the Kids Ministry Director of Creative Church. The Kids Assistant director is responsible to run administrative tasks, help carry the load, and directly report to the kids director for direction. This person will be based at our largest campus, but help oversee operations and teams at all campuses.

Position Details:

- Position Type: Part Time
- Hours Per Week: 20+ Hours
- Reports to: Kids Ministry Director

Essential Duties & Responsibilities:

Leadership Oversight

- Build the necessary teams to carry out the kids ministries and special events
- Recruitment and onboarding of new volunteers
- Plan the kids services and lessons in partnership with the kids director
- Direct all lesson-prep activities of leaders
- Connecting with new people in the church weekly
- Take on projects and goals as directed by Kids Ministry Director
- Manage/care for volunteers
- Executing all kids ministry for all events
- Pastoral care for kids

- Kids ministry creative ideas and illustrations
- Parent liaison
- Subcontracting childcare
- Managing budget
- Project management
- Lead major kids events/Camps/trips
- Manage the kids ministry store and merchandise
- Manage equipment and supplies for kids ministry across campuses

Group Growth and Development

- Connect church visitors from planning to visit, all the way to becoming part of the church in volunteering and small groups.
- Raise and develop leaders and volunteers to manage kids ministry
- Seek to build relationships with new attendees and make personal connections in an attempt to facilitate groups, teams to meet the needs of the church members.

Qualifications & Skills:

- Mature and ongoing personal relationship with Jesus Christ.
- Ability to fully embrace the vision, values & statement of faith of Creative Church.
- Must be able to maintain confidentiality and exercise discretion.
- Organization and strong communication skills are essential.
- Must have the ability to plan, budget, delegate and meet deadlines on time.
- Ability to recruit, train and mentor other leaders.
- Ability to work in a team and or independent professional manner.
- Manage time and schedules well, and meet deadlines consistently.
- Capable of handling several tasks at once with thorough follow through.
- Have strong people skills, problem solving skills and general computer skills.