



# Position Description

**Position:** Children's Ministry Leader – part-time 12 hours pw

**Position Purpose:** The Children's Ministry Leader is significant in helping lead and manage the ministry and mission of KIC through their leadership of the Children's Ministry.

**Reports to:** Senior Minister

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## Position Summary

Kāpiti Impact Church's vision is to be 'a vibrant effective church of influence and impact for Jesus in Kāpiti and the world beyond.' It operates as part of the ACTS Movement of Churches and Children's Ministry plays a key role in the life and growth of the Church.

The Children's Ministry Leader needs to not only have the required skills and enthusiasm to take ownership of the role, but also demonstrate they have the emotional resilience and spiritual maturity to handle the demands of ministry. The person employed in this role will primarily be responsible for leading KIC's Ignite Children's Ministry (Yr 0-6) and Fuse Ministry (Yr 7-8) and may also help with the Sparklers (pre-school) as necessary.

The role of Children's Ministry Leader is significant in helping create an environment for our children so they are encouraged, equipped and empowered to influence and impact for Jesus.

## Key Personal Attributes

### *General:*

- Mature, vibrant, personal relationship with Jesus; Holy Spirit filled & led.
- Team player, with the ability to contribute, collaborate and negotiate effectively with staff, volunteers and KIC's elders to establish a positive proactive working culture.
- Great positive attitude and sense of humour, with the ability to respond to challenging people and situations with wisdom and maturity.
- Shows flexibility and adaptability within the constantly evolving environment of a church.
- Well-organised with good communication skills.
- Self-motivated with good self-leadership and initiative.
- Able to initiate and build appropriate relationships with people of all ages & backgrounds.
- Proven commitment to integrity in all interactions with people.
- Able to maintain confidentiality.
- Has a genuine caring and loving attitude towards people.
- Committed to KIC's vision & supportive of leadership through speech & actions.

### *Specific:*

- Has a heart and passion for children with the ability to build a healthy rapport with them.
- Able to teach children in a relevant, life-giving manner.
- Inspiring and engaging when leading children.
- Able to connect and communicate effectively with parents/caregivers of the children.
- Strong leadership qualities, with the ability to inspire and coach a team of volunteers.

- Demonstrated ability to encourage and empower other leaders.
- Attitude of teachability, humility and willingness to learn new methods for ministry.
- The ability to network, establish and effectively maintain working relationships with other like-minded people.

**Key Deliverables**

- A vibrant, effective children's programme for Sunday gatherings is organised and led.
- An effective children's ministry team is built and equipped.
- Ensure all appropriate health and safety requirements & KIC Policies are fulfilled.
- KIC's vision for children's ministry is achieved in partnership with KIC leaders, elders, staff and wider Church body to achieve.
- Volunteers are provided with mentoring and leadership to ensure that their conduct and performance reflect the vision, mission and values of KIC.
- Contributes positively to the building of KIC's culture and overall mission.
- Involvement in Sunday gatherings, staff meetings and other key leadership meetings.
- Management of Children's Ministry annual budget, as set by the Eldership, ensuring all KIC financial policies are followed.
- Write/adjust a programme that is suitable for children and supports KIC culture.
- Liaising with families in order to support and encourage them to build their children's faith.

**Competencies and Technical Skills**

- A qualification related to the Education field and/or a Bible College qualification.
- Good communication skills including public speaking.
- Good working knowledge of MS Office, Google Suite, and email/internet.

**Working Relationships**

- Senior Ministers
- Elders
- Other Staff
- Parents & Families of children in KIC
- Children's Ministry volunteers

**Conditions of employment**

Standard conditions of employment in NZ will apply, along with other details as agreed upon at the date of employment including professional development. There will be an annual role/performance review carried out by the Senior Minister or appropriate other person.

**Limitations and Disclaimer**

The above position description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Employees name: .....

Employees Signature: .....