



## **JOB DESCRIPTION**

### **Team Leader/ Kids Ministry Pastor - Henderson Campus**

Henderson Kids' Ministry Team

Campuses and Generations Department

Reports To:	Henderson Campus Pastor
Category of Employment:	Pastor, <b>Full-Time</b>
Payroll Status:	Salaried, <b>Exempt</b>
Office Hours:	<b>Average of 50 hours per week</b> , with the exception of heavy ministry seasons.
Supervisory Role:	Ministry Assistant to Kids Ministry Early Childhood Specialist Administrative Assistant to Kids Ministry Administrative Assistant to Kids Ministry

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*The mission of Compassion Christian Church is to lead people to a life-changing relationship with Jesus Christ.*

### **Job Summary**

To further the mission of the Church by effectively overseeing leading the **Henderson Kids Team**.

### **Minimum Qualifications**

- 1. Experience:** Minimum of three (3) years experience as a leader in ministry or related environments specifically related to an area of oversight in Elementary-Age Kids Ministry.
- 2. Education:** Minimum of a Bachelor's degree from an accredited college or university. A degree from an accredited bible college with a major in biblical studies or a related field is preferred. Consideration will be given to candidates having experience and demonstrated proficiency in field.
- 3. Knowledge, skills, and gifts:** Candidate must be tried and proven in ministry, have strong teaching gifts, and a passion to share Jesus. Candidate must demonstrate a Christ-like attitude in words and actions, and have the ability to work with a wide variety of people. Exhibit excellent interpersonal relational skills while maintaining and protecting confidentiality. Candidate must possess effective written and verbal skills. Must be a motivated and successful recruiter and manager of volunteers. Candidate must exhibit excellent computer knowledge, experience and proficiency with Microsoft Office applications including Word, Outlook, Excel, Publisher and PowerPoint.
- 4. Physical Demands:**
  - a. Activities with kids, including sports and games of a physical nature.
  - b. Lifting, pulling, bending, carrying, and pushing as needed to set up activities and events.
  - c. Operation of church vehicles.

### **Expectations**

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person.
3. Recognizes that our work is important and deserves our very best.

**Conditions of Employment**

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith.
3. Supports and adheres to the CCC Policies and Procedures Handbook.
4. Pastoral Staff must be active, participating members of Compassion Christian Church or be willing to become a member at the beginning of employment.

**Duties and Responsibilities (Essentials)**

1. General staff responsibilities:
  - Engage in pastoral responsibilities to include teaching, preaching, performing weddings and funerals, pastoral counseling, assisting in worship services, communion, and baptisms.
  - Recruit, train, schedule, equip, support and supervise volunteers for the ministry.
  - Propose and administer annual budgets.
  - Responsible for hospital visitations according to the CCC schedule.
  - Participation in monthly "Leader's Breakfast" and "All-Staff Meetings", as well as called departmental meetings, and other required staff events.
  
2. Specific ministry duties and responsibilities:
  - Lead Henderson Kids staff team by coaching, evaluating and serving alongside staff during programming.
  - In tandem with the Central Kids Team, establish goals and objectives that support the mission and vision of the Kids Ministry and provide visionary leadership and organizational structure.
  - Lead, cast vision, oversee, and direct all facets of the Henderson Kids Ministry.
  - Implement Central Kids Initiatives at Henderson Campus.
  - Participate in special events, camps, Next Level Leadership Conference, etc.
  - Represent the Henderson Kids Team on the campus lead team.
  - Address sensitive volunteer and family issues as they arrive.
  - Partner with Student Ministry to create a sense of connected ministry.
  - Advocate for Henderson Kids facility updates, staff changes
  - Serve as requested on special teams and creative projects that will benefit the Henderson Kids Ministry.
  
3. This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

**Performance and Evaluation**

Success in the position will be measured according to the performance assessment tool approved by the Lead Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self-motivation, attitude, and potential for growth.

**Employee Acknowledgement**

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of CCC; and, that it in no way constitutes an employment contract or otherwise alters my "employment at will" relationship with Compassion Christian Church.

Printed Name of Staff Member: \_\_\_\_\_

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**Signature of Staff Member**  
**Acknowledgment of Job Description**

\_\_\_\_\_  
**Date**

*Revised 9/11/2020*