



Job Description

Children's Discipleship Director

The Vision: Riverside wants our kids to know Christ and make Him known. We hope to see our children grow in their faith by reading and knowing His word, talking to Him, and living their faith out unashamedly for their friends, family, and the world to see. The ideal candidate's passion for this shared vision is contagious, spreading to the kids through servant teams, helping make this vision a reality by encouraging and enabling all to gladly lead, teach, and serve. The Children's Discipleship Director prioritizes recruiting, training, equipping and empowering these teams to do the good work of children's ministry, with attention and intervention as needed.

Job Description: The Children's Discipleship Director is responsible for leading and developing a dynamic ministry to children through volunteer teams. Children's discipleship is a ministry that desires every child to know and follow Jesus. The Children's Discipleship Director would lead in alignment with Riverside Community Church's mission to multiply healthy disciples and gospel communities across our city and world.

Essential Functions: Provide prayerful, visionary leadership for the overall function of Children's Discipleship, birth to 5th grade. This includes:

Relational Leadership

- Provide empowering leadership and oversight of the Children's Discipleship team, ensuring consistent execution of vision, values, and programming to create a vibrant ministry environment that allows children to learn and experience the gospel of Jesus on a weekly basis.
- Cultivate a healthy team ecosystem through the effective leadership of volunteer teams, supporting team members in planning, goal-setting, and review.
- Create an enthusiastic culture in which team members are effectively recruited, placed, onboarded, supported, and trained for their role.

Strategic Leadership

- Oversee creation and implementation of the Children's Discipleship ministry vision, values, and goals, in alignment with and in support of the overarching vision of the church. Champion these to supervisors, staff, team members, and families.
- Ensure curriculum is planned, prepared, age-appropriate and teacher-friendly, delivered in a timely schedule, and consistent with Riverside's theology. (Riverside's current curriculum is *The Gospel Project*)
- Maintain a consistent presence, supporting leaders as needed, interacting with parents, and observing needs and areas of improvement.
- Perform regular assessment of programs, procedures, and systems to determine effectiveness and alignment and implement needed changes.

Operational Leadership

- Recruit and manage volunteers.
- Promote enthusiasm about the ministry.
- Manage and delegate administrative tasks effectively. Utilize and develop staff, interns, and volunteers to use their gifts to contribute to the mission.
- Work with ministry leaders to create and maintain a clean, inviting, organized, safe, and age-appropriate space. Develop systems to inventory all resources.
- Collaborate with the Operations Director to ensure child protection, safety, and evacuation protocols are established and executed with all staff and volunteer teams. Ensure clear communication of these protocols through website, signage, print, and digital communication.
- Prepare and oversee the ministry budget. Maintain a standard of wise stewardship, and accountable use of resources per Riverside's standards.
- Coordinate with the Operations Director for any facility needs.

Collaboration

- Implement and maintain an aligned faith formation plan, birth through graduation, that reinforces partnering with parents, as guided by the Director of Discipleship and in partnership with student discipleship.
- Advance calendaring for cross-departmental cohesion with adequate notification for communications, facilities, families and church leadership.
- Utilize agreed upon church systems, including digital programs and software, maintaining accurate records and suggesting improvements where needed.
- Participate actively as a member of the Riverside church ministry staff leadership team, advocating for the children's ministry and ensuring clear communication to the children's team on behalf of the church's executive team.
- Be a team player: Attend required meetings, work on personal development with the Director of Discipleship, assist in other duties as assigned and agreed to, and devote adequate time for personal development, self-care, prayer and future vision (TBD by staff supervisor).

Qualifications:

- Display a strong, personal relationship with Jesus Christ, committed to growing in faith and leadership.
- Maintain behavioral and spiritual practices in keeping with the Scriptures, Riverside bylaws and the Riverside employee handbook.
- Demonstrate competent knowledge of the scriptures
- Possess excellent teamwork and management abilities in order to form and lead teams, head multiple projects, and supervise employees, volunteers, and contractors.
- Ability to innovate, initiate, organize, complete, and follow up on projects; able to creatively problem-solve as issues arise.
- Be self-motivated to study and improve knowledge and skills in areas of responsibility as needed.
- Strong interpersonal skills
- Clear and effective oral and written communication skills.
- Bachelor's degree preferred.

Organization

- Job Classification:
 - Non-Exempt, Part Time (20-25 hours)
- Reports to:
 - Director of Discipleship
- Coordinates with:
 - Staff, Elders, Deacons, and Ministry Leaders
- Supervises:
 - Children's Discipleship Volunteer Teams
 - Assistants, Interns, or Administrative staff, when present
- Compensation:
 - Hourly rate of \$19-21, dependent on experience

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Riverside Community Church and does not establish a contract for employment.