



ROCK POINT KIDS

PRETEEN DIRECTOR

GENERAL DESCRIPTION

Job Purpose: To serve the church by assisting in the development, management and administration of an effective ministry to meet the needs of the 4th-5th grade kids of the church and providing leadership to and supervision of volunteers involved in this ministry.

Classification: Exempt; Hourly // **Status:** Full-Time (40 Hours/Week) //

Team: KIDS // **Supervisor:** Kids Pastor, Steve Brines

ESSENTIAL DUTIES & RESPONSIBILITIES

Some of the primary duties include:

- Required to work weekends, scheduled days off are flexible.
- Assist in developing, supervising and guiding a comprehensive educational and service ministry for preteen (4th-5th grade) aged kids of the church.
- Review and develop curriculum for the Preteen program.
- Partner with Rock Point Worship to ensure a great worship experience.
- Create a dynamic large group experience utilizing a blend of live teaching, and teaching videos with live intro and outro hosts.
- Manage the ministry budget for preteen (4th-5th grade) aged kids of the church.
- Meet with other Kids Team members to create attendance incentives and fun opportunities for kids to drag their parents to church.
- Enlist, equip and encourage volunteers for leadership in Preteen ministry.
- Oversee studies, events and programs under designated areas.
- Oversee camps, conferences, retreats and trips under designated areas.
- Implement service and mission projects for preteen (4th-5th grade) aged kids.
- Teach, when requested or needed.
- Work with K-3 Director and Middle School Director to create ideal transitions to/from the Preteen ministry.
- Develop relationships with preteen (4th-5th grade) aged kids and their families.
- Ensure that rooms and facilities reflect a safe, professional, Christian environment.
- Attend staff meetings, retreats, and conferences; keep current in related field.
- Cooperate with the Kids Pastor by performing any other duties when assigned.

COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- **Problem Solving** | identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.



- **Interpersonal Skills** | Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Teamwork** | Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Judgment** | Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Quality** | Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

REQUIRED CRITICAL SKILLS, TRAINING and EDUCATION

- High school diploma or GED.
- Previous experience working in Kids or Student Ministries in a large church (min. 5000).
- Proficient with computers, including: Internet, Email, Microsoft Office.

PREFERRED SKILLS, TRAINING and EDUCATION

- A bachelor's degree in related field; or equivalent combination of education and experience.
- 3+ years of experience in leading a Kids, Preteen, or Middle School ministry in a church of at least 5,000 people.
- Working knowledge of ProPresenter, PCO, and/or Church Community Builder.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some light lifting (up to 20 pounds).

PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model Biblical understanding and maintain a consistent personal devotional life;
- Model Biblical commitment and become a covenant member of Rock Point Church;
- Model Biblical family life before the body and regularly attend worship service with your family;
- Model Biblical integrity and conduct personal life in a manner consistent with RPC core values;
- Model Biblical community; and
- Model Biblical generosity and financially support Rock Point Church.