



POSITION DESCRIPTION

ASSOCIATE - KID'S MINISTRY/MINNETONKA CAMPUS

Classification: Part-Time – Non-Exempt 24 hrs/wk

Ministry Area: Next Gen

A. WESTWOOD'S VISION

We demonstrate God's love in creative and compelling ways that lead people to know God, worship Him authentically, connect relationally, grow spiritually and serve joyfully.

We are a community with open hands, receiving from God all He wants to give, believing that He wants to give us a lot. And with open hands we give it away, believing we cannot out-give God.

B. MINISTRY AREA PURPOSE

The Kid's Ministry Area (birth through grade 5) exists to supplement the family in their attempt to lay a spiritual foundation that, in God's timing, may lead a child into a dynamic relationship with God through His Son, Jesus Christ.

C. ROLE

To supervise the operation of all Kid's Ministries' programming for birth – grade 5, supporting the Minnetonka campus.

D. RESPONSIBILITIES

1. Organize and maintain room inventories of toys, equipment and supplies at Minnetonka campus.
2. Recruit team members for Kid's Ministries at Minnetonka campus.
3. Oversee the volunteer staff schedule for each ministry program (birth – 4th grade) to make sure there is adequate staffing for each Minnetonka campus Sunday service.
4. Train and equip all team members in Minnetonka campus programming.
5. Participate in Westwood Kid's Leadership Team meetings.
6. Conduct Minnetonka Kid's Leadership Team meetings for campus programming.
7. Assist Kid's Ministry Directors with curriculum and program development for all Minnetonka campus programming and classes.
8. Supervise volunteers in production of all Minnetonka campus lesson components.
9. Be available during scheduled work hours for "all-hands-on-deck" situations and other office projects as needed.
10. Work with Kid's Ministry Directors to develop and monitor budget and objectives for the Minnetonka campus kid's ministry.

11. Work with Kid's Ministry Directors with planning and execution of all Minnetonka campus events, and any additional all-church events for children and their families. (This can include, but not limited to, Fall family event, Advent family event, Christmas Eve Family services, Easter programming, Vacation Bible School, Family Movie Nights, Family Fun Nights, and all camps.)
12. Work with Kid's Ministry Director to maintain:
 - a. Safety and security policies.
 - b. First-aid and emergency procedures.
 - c. Child check-in and drop-off procedures.
 - d. Health policy for sick children.
13. Organize and oversee other Kid's Ministries functions such as special children's programming, Maundy Thursday, Christmas Eve, Annual Meeting, etc.
14. Carry out other responsibilities as assigned by Director.

E. RELATIONSHIPS

1. Reports to Pastor of Family Ministries - Minnetonka.
2. Works with Kid's Ministries team.
3. Works with church staff, volunteers and church family.

F. QUALIFICATIONS

1. Experience with planning large-scale events.
2. Desire and ability to actively engage children, and effectively interact with volunteers and parents.
3. Ability to attract, equip and mobilize a diverse group of volunteers and resource Ministry Teams.
4. Excellent interpersonal and communication skills.
5. Gifts/abilities include leadership, administration and teaching.
6. Must have a teachable spirit.
7. Endorse and support the Statement of Faith, the traditional evangelical theology for which Westwood stands and the Westwood Profile.
8. Remain a member in good standing at Westwood.
9. Ability to handle confidential information professionally.
10. Ability to relate to other Westwood staff and church attenders at large.