



Staff Position: Northeast Campus Kids Minister/Supply Coordinator

Location: Del Sol Church Northeast Campus

Status: Two-third time, Salaried

Reports To: Northeast Campus Pastor for Kids Ministry responsibilities, to Kids Ministry Coach for supply responsibilities. Works closely with Del Sol Kids Ministers, Northeast Pastor & Worship Leader, Mother's Day Out Northeast director.

Time Requirements: 30± per week (20± for NE kids, 10± for central supplies)

Mission of Del Sol Church:

To help everyone, everywhere know and follow Jesus.

Vision:

To be a unified, diverse church family that's here to help people & glorify God.

One Sentence Summary: The main responsibility is to **be a leader, not a doer** for kids ministry at Del Sol – keeping a primary focus on partnering with parents while also overseeing & developing weekly programs, discipleship of children, and collaborating with other church staff to ensure a consistent kids ministry process & that supply needs are met for all campuses.

Administrative Responsibilities:

1. Oversee all aspects of the ministry at the Northeast campus: Sunday classes, childcare for events, baby dedications, etc., and oversee budget spending throughout the year.
2. Maintain good weekly records & report numbers in a timely manner to church office, along with information on first-time guests, contact new families to welcome them, answer their questions, and help them get plugged into the life of the church.
3. Collaborate regularly with the rest of the kids' staff to ensure all aspects of children's ministry are coordinated, functioning well, up to date, and consistent across all campuses like safety policies, selection & distribution of curriculum, etc.
4. Recruit, train, and encourage new volunteers, oversee the background check & onboarding process, and provide ongoing training for all volunteers to grow in skill as well as spiritually.
5. Plan and execute special events & activities throughout the year like Leading a Child to Christ & Basic Beliefs seminars, VBS, and implement a pathway to equip parents to disciple their kids.
6. Ensure healthy communication happens & is tracked with parents, volunteers, and employees related to events, guidelines, and anything else as needed.
7. Manage supply volunteers, ensure Campus Kids Ministers have their requested supplies weekly, reset East campus supply rooms each week, organize supply rooms at minimum on a monthly basis, and manage, track, and order supplies to replenish inventory.



Other Responsibilities:

1. Pursue personal development as a follower of Christ & network yourself as a minister.
2. Wholeheartedly support the overall mission & philosophy of Del Sol Church by participating in the expected responsibilities of all church members (like prayer, tithing & giving, fellowship, etc.).
3. Be an active member of staff which provides day-to-day direction & leadership for Del Sol Church as a whole, and participate in any other regular and/or special-called meetings as requested.
4. Carry out other reasonable duties as requested by the Northeast Pastor.
5. Adhere to the most current Del Sol Church staff handbook.

Qualifications:

1. A follower of Jesus with calling to ministry, a love for children & families, who is pursuing a growing relationship with Jesus Christ & sees your family as their primary ministry.
2. A dependable self-starter with strong leadership skills who can find & develop leaders, build teams, empower volunteers, collaborate well with other staff, and mentor parents.
3. A self-aware, likable leader with a shepherd's heart who demonstrates the Fruit of the Spirit in their life, and is a good steward of their God-given time, talents, spiritual gifts, and possessions.
4. In full alignment & support of Del Sol's theology, statement of beliefs, vision, values, direction, and philosophy of ministry with a calling to serve at Del Sol for years to come.
5. Strong competency in interpersonal skills, able to communicate clearly, proficient in computer & administrative skills, able to both initiate and complete projects.

Education and Experience:

1. Previous experience in children's ministry leadership desired.
2. Bachelor's degree in education, child development, or biblical studies/theology from an accredited university or seminary will be preferred. A certificate of ministry from a reputable organization may be considered.