

OAKHILLS C H U R C H

Our Mission: *“We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.”*

Our Values:
Unity: We seek to promote unity in the Body of Christ.
Grace, Truth & Faith: We offer grace, stand for the truth, and live by faith.
Family: We embrace the family as the core teaching and discipling center.
Inclusivity: We invite all people to belong to Christ’s community regardless.
Every Believer a Minister: We view every believer as a minister.
Prayer: We seek God in all decisions through prayer.
Neighborhood: We organize our efforts around neighborhoods.

Job Title:	Children & Students Program Director	Status:	Full-Time
Department:	Central Support - Campus Life	FLSA:	Exempt
Reports to:	Minister of Campus Life	Job Class:	Professional
Supports:	Campus Children & Students staff	Minister:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	Primarily Weekend Services through Thursday	Driving:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

- I. **Job Summary:** This position is responsible for providing vision and ongoing oversight direction to all aspects of Family Ministry across all Oak Hills Church (OHC) Campuses. This role serves the Church and OHC Campus Ministers by supporting, encouraging and leading Campus Family Ministry Staff as a mentor, liaison and resource.

- II. **Primary Duties and Responsibilities:**
 1. Provide strategic vision-casting leadership for Children’s and Student Ministry at Oak Hills Church.
 2. Oversee the planning, development, implementation and assessment of Church-wide curriculum, initiatives, and events for Children (CH) and Student Ministry (SM).
 3. Equip, train and empower Campus Children (CH) and Student Ministry (SM) Staff and volunteer teams.
 4. Assist on a rotational basis with Campus visits during the Weekend Services for assessment of programming and volunteer needs, classroom setup and check-in processes, etc.
 5. Interview, select, supervise, develop, evaluate, and counsel personnel according to established policies, procedures, and guidelines.
 6. Create and deliver detailed metric reports.
 7. Oversee and assess CH/SM volunteer application and screening process.
 8. Oversee and assess Children’s check-in process at all Campuses.
 9. Oversee and assess Church-wide CH/SM Ministry strategies & needs.
 10. Assist with Campus Life budget development, specifically regarding OHC Children and Students Ministry.
 11. Assist Campus Ministers in recruiting, hiring and equipping Campus Ministry Staff & lay-leaders.
 12. Assist establishing CH/SM Ministry at any new campus location.
 13. Other duties and responsibilities as assigned.

- III. **Minimum Qualifications:**
 1. Active and growing in your personal relationship with Jesus Christ.
 2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
 3. Bachelor’s and/or Graduate degree or equivalent in Ministry, Biblical Studies or related field.
 4. Three (3) to five (5) years of professional and administrative experience with Children and/or Student ministry (Preferably both).
 5. Valid Texas driver’s license (Incumbents with out-of-state license must attain Texas license within six (6) months of employment).

IV. Knowledge and Abilities

1. Knowledge and application of methodology in early childhood through adolescent learning development stages.
2. Knowledge and ability in personal/ project management principles, administration practices, organization techniques, and methodologies.
3. Knowledge and experience with budget development, expense tracking/reporting and administration.
4. Knowledge and experience in relational intelligence, grace, and cross cultural sensitivity.
5. Knowledge and experience in strategic thinking and planning.
6. Ability to develop leaders and team members for effective ministry.
7. Ability to build and promote a team culture through relational collaboration and motivating team members.
8. Ability to communicate clearly and effectively through both verbal and written means.
9. Ability to establish and maintain effective working relationships.
10. Ability to plan, organize projects and prepare detailed reports and presentations.
11. Ability to use computers and a variety of software applications.

V. Physical Requirements and Working Conditions

Occasional lifting/carrying up to 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

VI. OHC Staff Expectations:

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Discover OHC and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and implement ministry initiatives and events.

Revised January 2015