

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 and 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’s Ministry Director	Status:	Part-Time (25 Hours)
Department:	Campus Life	FLSA:	N/A
Reports to:	Campus Minister	Job Class:	Professional
Supervises:	Children’s staff and volunteer leaders	Minister Designation:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Work Week:	Primarily Weekend Services through Thursday	Driving:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

I. **Job Summary:** This role serves the Oak Hills Church (OHC) Campus by implementing the OHC Ministry Plan with families, with an emphasis on Children (Birth through 5th Grade), and is directly responsible for recruiting and equipping volunteer leaders and teams to facilitate healthy ministry.

II. **Primary Duties and Responsibilities:**

1. Champion the OHC Family Values and cast vision to the Campus for investing in families through active discipleship and equipping.
2. Lead by example, motivate through encouragement, recruit and equip staff, volunteers and parents to implement Children’s programs that help families embrace Christ.
3. Oversee and ensure that Children’s Bibleland areas are properly outfitted with age-appropriate furniture and design that enhance the overall Children’s experience.
4. Oversee and ensure that all Children’s Ministry staff and volunteer applicants are screened and processed in a timely manner including background checks, recruitment/interview processes, initial and ongoing training.
5. Recruit, lead, and equip Children’s Ministry staff, lay-leaders and volunteers.
6. Oversee, implement and assess Church-wide ministry strategies and events to reinforce children’s and family discipleship and faith development.
 - a. Provide feedback for evaluating, choosing and training for Children’s curriculum.
 - b. Partner with Student Ministry Director to implement: 1) Family Milestones Celebrations; 2) Summer Backyard Bible Clubs (SBBC); and, 3) Manos de Cristo – Global Outreach Project.
 - c. Implement Family Milestones specific to Children: 1) Baby Blessing; 2) Pathway to Kinder; and, 3) Agape Trail.
 - d. Provide resources, training, and encouragement to families through the development and implementation of Home Life campaigns and the maintenance of a Home Life center.
7. Assist in developing the budget in coordination with the Campus Minister and Campus Ministry Staff.
8. Assist Campus Minister with weekend services and pastoral ministry duties such as weddings, funerals, baptisms, hospital visits, counseling and prayer as needed.
9. Other duties and responsibilities as assigned.

Children's Ministry Director (continued)

III. Minimum Qualifications:

1. Two years of Children's Ministry leadership experience.
2. Bachelor's Degree preferably in Ministry, Biblical Studies or related field.
3. Experience can substitute for education.
4. Current 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 understanding of childhood learning and 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 in relational intelligence, grace and cross cultural sensitivity.
5. Ability in developing leaders and team members for effective ministry.
6. Ability to communicate clearly and effectively through both verbal and written means.
7. Ability to build and promote a team culture through relational collaboration and motivating team members.
8. Ability to plan, organize projects and prepare detailed reports and presentations.
9. Ability to use computers and a variety of software applications.
10. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
11. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

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. Be active in the OHC Neighborhood Strategy.
5. Attend Discover OHC and become an OHC member within six (6) months of employment.
6. Partner with Community Life Teams to encourage families to engage in NH Ministry.

Revised: October 2016