



Kids Ministry Director - Shippensburg

Position Held By:

Status:

Part Time (20 hours/week)

Reports To:

Director of Kids Ministry – Chambersburg & Central Services

Department:

Kids Ministry

The role of the Kids Ministry Director for the Shippensburg Campus is to have oversight of the Kids Ministry for the Shippensburg Campus for children ages birth through 5th grade. This role will develop a ministry plan that is consistent with Grand Point Church wide Kids Ministries and the mission, vision, and values of GPC.

Duties & Responsibilities:

The Kids Ministry Director for the Shippensburg Campus will be responsible for the following:

1. Oversight of all aspects of Kids Point Ministry-Shippensburg:

- Work in conjunction with the central staff to ensure cohesion in content and vision of the entirety of Grand Point Church.
- Do what is necessary to recruit, train, and develop the leadership and volunteers required to keep Kids Point Shippensburg moving forward.
- Provide consistent communication and encouragement to ministry leaders and volunteers.
- Maintain scheduling required for weekly volunteer needs so that Kids Point Shippensburg can maintain and move ahead.
- Work with Kids Point central services for any needs of the campus Kids Point ministry.
- Be concerned with the spiritual development of the Kids Point volunteers ensuring they know they are valued beyond their service ability.

2. Leadership Development:

- Work in conjunction with the Director of Kids Ministries to recruit and equip leaders who will help in the programmatic development of Kids Ministry. Utilization of volunteer leadership is expected in every area of Kids Ministry.

3. Kids Ministry Collaboration

- Speaking into the vision of GPC Kids Ministry as a whole.
- Collaborate with all GPC Kids Ministry Directors on calendar specific events and programs.
- Collaborate with all GPC Kids Ministry Directors on planning, execution, and evaluation of the kid's ministry for GPC.

4. Classroom Maintenance and Teacher Support: Maintain the functioning of the classrooms and materials needed while staying within budget constraints:

- Keep inventory of resource room supplies to include craft materials, snacks, and paper products and replenish as needed.
- Communicate with Director of Kids Ministry with curriculum and supply



needs.

- Monitor AV equipment and note items that need repaired or replaced.
- Maintain classroom environments including replacing batteries in toys and equipment, removing broken items, reporting needed repairs, taking note of needed upgrades to furnishings and equipment, monitoring cleanliness of linens, smocks, and aprons for the nursery and preschool classes.
- Make monthly theme changes to class environments.

5. Team Collaboration:

- Each member of the GPC staff will work as a team to accomplish the mission of Grand Point Church. This may include duties outside the normal realm of their position but are imperative to the fulfillment of our objectives as a whole.