



**Job Title:** MercyKids Director

**Position Status:** Full-Time

## **Job Summary**

*MercyKids exists to partner with families to raise the next generation of disciples who love God, love others, and love our world.*

The MercyKids Director (MKD) is responsible for the oversight of all of Mercy Church's Kids Ministries. This includes overseeing the culture and vision for all of Mercy Campuses' Kids Ministries while working closely with Campus leadership to ensure that each campus' MercyKids teams are properly developed and supported. This role and other assigned responsibilities will be accomplished in the following categories: Central Ministry Oversight, Campus-Staff Support, Special Events, and Parent Development.

## **Qualifications**

- We are excited to have a person that joyfully embraces our vision as a church and desires to carry that vision out in the lives of children.
- We are looking for a team player with a mature faith, a creative and enthusiastic attitude, and prior experience in education and/or children's ministry. 4 years of relevant experience (volunteer or professional) required.
- We are looking for someone that has good communication skills as well as strong administrative, organizational, and time management skills.
- The ideal applicant will be a leader that relates well to both kids and adults and is able to bring life and excitement to our MercyKids ministry.

## **Responsibilities**

### **1. Central Ministry Support**

- a. The MercyKids Director is responsible for creating, maintaining, and troubleshooting all aspects of our weekend experience for kids and families, ensuring it facilitates discipleship, safety, and fun.
- b. The MercyKids Director will oversee ministry team member recruitment, assimilation, care, and development.
- c. The MercyKids Director will also ensure excellence permeates all environments and reaches all family needs in weekend and event gatherings.

- d. The MercyKids Director will utilize the Mercy Church core values and the staff values to guide purposeful planning for the direction of the ministry of MercyKids, especially in considering budget and calendaring

**2. Campus-Staff Support**

- a. The MercyKids Director is responsible for developing a growing and healthy leadership pipeline for MercyKids weekend ministry teams at both campuses. This means developing staff and lay leaders into multipliers who have confidence and skill in raising up other leaders to execute weekend services with excellence.
- b. The MercyKids Director will be responsible for direct oversight and execution of weekend services at one of our campus locations each Sunday.

**3. Special Events**

- a. The MercyKids Director will develop, plan, coordinate, and ensure execution of all Kids special events, including but not limited to Parent Commissioning, Parent Equip Events/Conferences, Easter Event, Promotion Sunday, VBS.
- b. The MercyKids Director will work alongside the Operations Director to coordinate onsite childcare with an outside contracted company for any Tier 1 special events.

**4. Parent Development**

- a. The MercyKids Director will develop, plan, coordinate, and ensure execution of all MercyKids special events mentioned above with the goal of partnering with parents in discipleship of their children.
- b. The MercyKids Director will create, curate, and communicate various tools for discipleship (articles, books, podcasts, websites, etc) in various ways (monthly newsletter, website, in person, 1x1, etc.)

*\*Miscellaneous Responsibilities* – This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned and/or changed without advanced notice.

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**Conditions of Employment**

*\*Performance Evaluation* – It is understood that the performance for this job will be primarily measured and evaluated by the “responsibilities” and the “general expectations” laid out in this job description.

1. Models the biblical standard of personal conduct and lifestyle that is expected of all Mercy Church staff and covenant members
2. Fully participates in the life of the church as an active covenant member
3. Supports and adheres to the mission, vision, values, and philosophy of ministry of Mercy Church
4. Submits to and supports the leadership of the church elders
5. Works well as a team player with the elders, staff, key leaders, and ministry team members at Mercy Church.

**General Expectations**

1. Report to the office during Office Hours (see below). You will also be required to attend various extra Church events relevant to your ministry oversight areas and/or as church needs arise.
2. Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teachability, and accountability.
3. Should be willing and able to adapt quickly to changing circumstances, with composure and flexibility.
4. Should be ever conscious of the need for confidentiality.
5. Should always exercise discernment and wise judgment.
6. Should be a person who gives extreme attention to details with an eye for excellence.
7. Should have a willingness to seek new information, training, and resources as needed.
8. Should be a self-starter and good at multitasking and prioritizing projects.

**Job Requirements***Physical Requirements*

1. Ability to frequently stand, sit, and/or walk
2. Ability to occasionally bend, squat, kneel, climb stairs, and/or lift
3. Ability to occasionally lift between 10-50 lbs
4. Ability to continuously communicate with other people
5. Ability to continuously operate a computer in order to complete necessary office work
6. Ability to continuously comprehend both physical and digital documents
7. Ability to continuously prepare/create both physical and digital documents

*Work Environment*

1. May occasionally work in temperatures above 95 degrees and below 32 degrees
2. May occasionally walk on slippery, wet, or uneven surfaces
3. Noise level in the environment will occasionally be loud
4. May occasionally work outdoors
5. May occasionally be required to travel for work
6. May continuously work indoors in an office space
7. May continuously work in a shared office space with coworkers

*Office Hours and Work Schedule*

1. Office Hours: Monday – Thursday (8:30am-5pm), Sunday (7:30am-1pm)
2. Additional Hours: The staff member will be expected to be at key events/meetings outside of the above office hours. Please see your supervisor for details.
3. Overtime and extra workdays: Some overtime will be required. Please consult the Mercy Staff Handbook for Overtime Policy
4. Holidays: All staff-wide Holidays are outlined in the Mercy Staff Handbook
5. Time Off: Please consult Mercy Staff Handbook for time off policy