



CITY OF LIGHT
IGLESIA · CHURCH

Job Description

City Kids Director

Start Date: September 1, 2021

Reports to: Father Trevor McMaken, Rector

Work Schedule: 20 hours/week

OVERVIEW

City Kids is City of Light's ministry for children (infants through 5th grade) and their families. The pastoral role of the City Kids Director is to encourage a culture of worship and disciple-making for our children and our student and adult volunteer shepherds. As a church we believe that children can know and worship Jesus and that when we worship together, we learn from each other and experience the transforming presence of Jesus.

As of summer 2021, we are beginning to re-launch in-person worship rooms for children on Sunday mornings. Our congregation has approximately 85 adults/teens and 40 children 5th grade and younger. Children worship in City Kids for the first half of the Sunday worship service then join parents for the celebration of communion altogether as a church family. Before the pandemic we had electronic children's check in, a thorough child protection process, 4 worship rooms, a City Kids leader team, and a large team of adult shepherds and student helpers. We have now relaunched 1 worship room and are looking to relaunch the others this fall.

To find out more about City of Light, visit cityoflightanglican.org.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide pastoral care to our children and their families
- Collaborate with the Rector and other leaders to create culture and ministry that involves and engages children and families in church life together
- Shepherd the vision of our church family for children's place in household worship and disciple -making for generations
- Lead Sunday morning City Kids Ministry
- Recruit, train, schedule and lead teams of volunteers and maintain and nurture those relationships through pastoral care and appreciation
- Oversee curriculum, worship rooms and household resources
- Be regularly present on Sunday mornings to welcome, connect and host during City Kids check-in
- Lead the City Kids leader team
- Develop and oversee the City Kids budget so it effectively and wisely utilizes church resources and maximizes ministry opportunity
- Provide communication updates to parents and team members
- Develop and implement policies for the safety and security of children, including but not limited to effective use of check-in and check-out technology
- Ensure the physical environment of each classroom is safe and inviting

OTHER DUTIES AND RESPONSIBILITIES

- Attend weekly staff meetings and meetings with supervisor
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Gifted in discipling children and connecting with parents
- Competence in leading teams and equipping team members
- Bilingual (English and Spanish) is preferred but not required
- Organizational skills

Education and Experience

- Experience working with children
- Experienced in making disciples who make disciples
- College degree preferred

SPECIAL CONSIDERATIONS

- Paid work hours include vacation, prayer days, and study days.
- Regular hours include working on Sunday morning
- During the week, work from home options are available
- We are a church with a deep connection to the city and prioritize living near the church

To apply, please send resume and cover letter to office@cityoflightanglican.org.