



Job Description

Title: Nursery & Pre-K Ministry Lead

Reports To: Campus Pastor

FLSA Status: Non-Exempt – Pastoral – Not Ordained

Prepared By: Blake Whiteman

Hours per week: 29

Ministry: CDA Children's Ministry

Classification Grade: P45

Approved By: Human Resources

Approved Date: 9/1/2023

Essential Organizational Core Values

The **Nursery & Pre-K Ministry Lead** is responsible to champion Real Life Ministries' Vision, Mission, Methodology, and Strategy in two primary ways:

- **As an Individual Leader:** The **Nursery & Pre-K Ministry Lead** is responsible for taking the leadership of all ministry functions they oversee. They will live out Real Life's Organizational Core Values and 7 Ministry Essentials personally and ensure the volunteers of the ministries they oversee also embody and are living out Real Life's Organizational Core Values and 7 Ministry Essentials. Responsible for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Team Member on the CDA Campus Team and Real Life Ministries Staff Team:** The **Nursery & Pre-K Ministry Lead** has a responsibility to collaborate as a team member on their immediate team as well as the Real Life Staff Team as a whole to accomplish church wide objectives and goals as well as **CDA Campus** team objectives as well as goals for their immediate team. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

Job Summary

The **Nursery & Pre-K Ministry Lead** will coordinate, organize, lead, & supervise ministries for all children birth to Pre-K alongside the Children's Ministry Leader and with the **CDA Campus Pastor** in order to create a healthy and vibrant experience for kids and families at weekend services and events; he or she will build and support a highly dedicated team of Children's Ministry volunteers, to minister to children birth to Pre-K and their parents.

1. Primary Responsibilities (60 %)

- In concert with the vision and mission of Real Life Ministries, provide the leadership needed to collaboratively plan and deliver high quality ministry programming for children within Real Life.
- Coordinate, supervise and/or lead weekly programming for all weekend services for children.
- In collaboration with the Children's Ministry Leader and the **CDA Campus** Team, recruit, train, schedule and support teams of volunteers and/or paid staff members to facilitate Children's Ministry programming.
- Create and utilize creative strategies to connect and communicate with parents that supports them in the discipleship of their child.
- Perform administrative tasks as driven by the overall church organization, such as budgeting, reports, weekly team meetings, security, volunteer training, parent communications, scheduling, etc.
- Provide shepherding and pastoral care to families within your ministry alongside Groups Pastors and support staff.
- In partnership with the **CDA Campus** Team and Next Gen Team create ways to bridge into our community and bring in new families to our church.

- Collaboratively lead alongside other CDA Campus staff the oversight and operations of the Playground at the CDA Campus.
- Collaboratively help oversee and lead the Paid Childcare Staff of the CDA Campus.

2. Team Function (10%)

- The **CDA Campus** Team is your “first team.” Demonstrate peer-to-peer accountability, emotional and spiritual support of others in your first team.
- Coachable, approachable and demonstrates the ability and courage to speak and accept critical feedback and truth in love.
- Active participant in **CDA Campus** Team meetings and discussions.
- Must live out Real Life Ministries’ Organizational Core Values on the **CDA Campus** Team.

3. RLM Staff Relations (5%)

- Ability to think critically, systematically and collaboratively with the **CDA Campus** Team to develop creative strategies and ministry priorities to implement the mission and vision of the church.
- Interface and collaborate with leaders and staff of other ministries in the church, including staff members from the Post Falls & other campuses.
- When another Team Member needs to talk, priority is made and schedules are rearranged to accommodate the meeting in an appropriate and timely manner.
- Must live out Real Life Ministries’ Organizational Core Values.

4. Personal Ministry (20%)

- Responsible for having, and living out, a Personal Ministry Plan
- Responsible for having intentional discipleship conversations regarding the personal ministries of others on the team, including volunteers.

5. Miscellaneous (5%)

- Regular involvement in the life of each individual ministry you oversee: attending and observing, leading and/or teaching, coaching volunteers through the environment.
- Work with Congregation in a way that glorifies God
 - In weekend services – oversee volunteer participation (friendliness, recruiting, attendance)
 - Be visible and a model for your volunteers to follow (friendliness, cooperation, availability)
- Represents Christ and the Church in the community in a Godly way
- Values and abide to the expectations of being a member of the church found in our 101, 201, and 301 class.
- Participation in All-Church functions as well as global trainings that fall outside of the specific Job Description (Align, DiscipleShift, Teaching in Membership Classes, etc.)

Qualifications, Required Skills and Competencies

- Has the ability to recruit, train, develop and release volunteers effectively.
- Has the ability to vision cast (communicate) the vision of Real Life Ministries and the Children’s ministry
- Has the ability to create a strong team dynamic including team building and team training environments.
- Has excellent administrative skills and time management skills.

Real Life’s Core Competencies, as defined in our 3 C’s document, necessary to succeed in this role:

- Recruiting
- Coaching and Development
- Initiative
- Vision Casting
- Problem Solving

Spiritual Aspects of Job Requirements - As the function of this role is ministerial and goes to the heart of the mission of Real Life Ministries, the following areas are required to effectively convey Real's Life message and carry out the mission of our church:

- Performing Real Life Ministries' Pastoral duties: Staff on Call, Hospital visits, shepherding those in their ministry
- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that "apart from Christ we can do nothing." – Abiding in Christ.
- A shepherd's temperament; servant-leader/mentor attitude and inclination.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at Real Life, must understand group dynamics and ensure effective consensus building and decision-making.
- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries' Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.

Physical Abilities required

- While performing the duties of this Job, the employee is regularly required to sit; use hands, reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision. The employee is frequently required to stand and occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally move up to 50 pounds.

Disclaimer(s)

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- Volunteering: Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out an Employee Volunteer Acknowledgement Form and turn it into HR.

Employee Name: _____

Employee Signature _____ Date _____