



Saint Paul's Waccamaw Methodist Church

Job Details

Title: Kidzone Director

Type: Part-Time

Reports to: Associate Pastor

Typical Work Hours: 15 hours per week

Location: St. Paul Waccamaw Methodist Church

Revision Date: 06.17.2025

Job Summary

The Kidzone Director will coordinate all Children's Ministries for St. Paul's Waccamaw Methodist Church. While not acting as a teacher on a weekly basis, the Director is expected to recruit, equip, and empower volunteers so that all children can participate in an age-appropriate and engaging lesson each weekend. The Director will also coordinate volunteers and execute an annual KidzXP(VBS). The Director is expected to evaluate all aspects of the Children's Ministry; from curriculum choices to attendance trends and innovate in order to grow our Children's Ministry. The Director is expected to lead and disciple all kidzone servants and education committee members as well as contribute to the overall ministry plan of St. Paul's Waccamaw Methodist Church.

Responsibilities

- Plan/Prepare engaging lessons and music for every age group of children each Sunday, utilizing the Orange Curriculum
- Recruit, Equip, & Empower Disciple-Making Leaders in Kidzone.
- Collaborate with Pastoral Team in setting the vision and goals of Children's Ministry
- Lead Forward Focused - regularly explore new ways to better engage Kidzone children, their parents, and new families through special events/services, resources, etc.
- Take an active role in ministry events and services so as to be recognized and build relationships with families.
- Track and analyze attendance for all Children's Ministry services/events to plan for higher retention and growth opportunities.
- Partner with future Student Pastor to aid in the transition of children and parents to Student ministry (6th -12th grade).
- Ensure that all Kidzone space and volunteers are in compliance with Safe Sanctuary Policies, from the Global Methodist Church.
- Complete and maintain child and infant CPR certification.
- Schedule all volunteers for weekly services within Planning Center Online (PCO) and train volunteers as needed.
- Maintain clean children's ministry spaces, ensuring that after services all areas are reset and organized.
- Be responsible for the setting and adherence to the annual Children's Ministry budget.
- Participate fully in weekly All -Team Meetings and 1 on 1 supervisory meetings.
- Perform other duties as assigned.



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Qualifications

- Previous experience in children's ministry or similar position, preferred.
- Willingness to learn
- Knowledge of:
 - Safe Sanctuary Policy and Best Practices in Children's Ministry
 - Working with computers, including Google Applications, Planning Center Online (PCO) , and Microsoft Suite, preferred
- Ability to:
 - Work independently in the absence of supervision.
 - Understand and follow oral and written directions.
 - Establish and maintain effective and courteous relationships with those contacted in course of work.
 - Communicate clearly and concisely, both orally and in writing.
 - Model behavior and actions consistent with core values of the church.

Job Description Acknowledgement

The above noted job description is not intended to describe, in perfect detail, the complete scope of tasks that may be assigned but rather, give a general sense of responsibilities and expectations for this position. As demands change, so too may the essential functions of this position.

I have read and understand the functions and requirements of this position. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position.

Employee Signature

Date