



Children & Student Ministries Team Lead

St. James Church

Kansas City, MO | PART-TIME (25 hrs. per week)

This is a part-time position for someone with a love for God, teaching young people, and Christian Ministry. The ideal candidate will have great leadership skills, a passion for engaging and teaching children and youth, a call to serve the church, an ability to lead a team, and a priority of equipping others for ministry with a positive attitude. The focus of all responsibilities is the ongoing spiritual formation of all youth from kindergarten to 12th grade alongside their parents, as well as upholding the vision statement of connecting them with God in practical ways. All executive team staff have responsibilities for all St. James ministries and are expected to work collaboratively with other team members and ministry leaders.

Essential Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Facilitate the development of a safe, authentic, and inclusive community where everyone belongs and has the opportunity to choose to grow and live out their faith.
- Supervise the Children's and Youth Ministry Coordinators and assign duties which includes Sunday worship and weekly programming as well as collaboratively creating online material for our online presence.
- Lead the selection and identification of materials and curriculum for the Children & Student Ministry programs.
- Collaborate with the entire Student Ministry Team to schedule, plan, and execute Student ministry worship, programs and events including guest speakers, college experience and mission trips, service projects, retreats, social engagement activities, and parent workshops.
- Recruit, train and support Children, Middle and High School Coordinators and volunteers.
- Assign and manage regular communication with parents/caregivers using a variety of technology and social media.
- Submit budgets, calendars, and reimbursements in a timely manner and in accordance with Church policies.
- Monitor Safe Gatherings practices and maintain certifications.
- Use the church database to receive, interpret and report program feedback.
- Regularly pray, analyze and evaluate the worship experiences and ministry programs to determine the success, value and potential need for new programs and ways of doing things in order to remain relevant among secondary students.
- Meet regularly with the Executive Director and the Children & Student Ministry staff and volunteers.
- When possible, attend team meetings with primary staff.
- Nurture one's own spiritual formation and professional development through personal time for study, preparation, planning and continuing education opportunities.
- Other duties as assigned.

Qualifications:

1. An active disciple of Jesus Christ
2. Demonstrated knowledge/understanding of Methodist theology, history and polity, or ability to grasp and adhere to these practices and guiding principles.
3. College graduate or equivalent experience, or a minimum of five years of proven experience in Children's and/or Student Ministry including leading Sunday School, Bible studies or growth groups
4. Safe Gatherings certified
5. Demonstrated passion for student ministry, and activities of being service oriented, mission minded, and outreach driven
6. Strong Microsoft Office skills. Database and Canva experience preferred.
7. Ability to perform work with a high level of accuracy and confidentiality
8. Detail oriented self-starter with strong organizational and prioritizing skills
9. A self-motivated, and dedicated team member

Knowledge, Skills & Experience:

- Be willing and able to work at a fast pace within a variety of settings, groups/ teams and circumstances with composure and flexibility.
- Be willing to work evenings and weekends as needed.
- Be ever conscious of the need for confidentiality exercising discernment and wise judgment.
- Be a person who gives extreme attention to detail with an eye for excellence.
- Have the willingness to seek new information, training, and resources as needed. □
Be a self-starter, good at multi-tasking and prioritizing projects.
- Possess strong administrative skills, and the ability to work independently without supervision.

Compensation will be commensurate with professional experience and qualifications.

This position reports to the Executive Director.

Contact: Tracy Milsap, Executive Assistant at tmilsap@sjumckc.org