



## Kid's Ministry Director Opportunity

**Denomination:** ECO: A Covenant Order of Evangelical Presbyterians

**Weekly Attendance:** 300

**Membership:** 975

**Neighborhood:** Northwest Houston

**The role:** The Kid's Ministry Director will create, manage, and direct all aspects of children's ministry (birth through fifth Grade) which includes Sunday Ministries, Wednesdays at Windwood Activities, Special Events, VBS, and childcare.

**Direct Report:** Executive Pastor

### **Meet Windwood:**

Windwood Presbyterian Church has grown from the inspiration of 24 individuals in April of 1962, through its organization by the Brazos Presbytery with 108 charter members in March of 1964, to its present large and diverse family of faith. Its diversity stems from the fact that there are programs for people from infancy to nonagenarians, with a great variety of interests, whose commonality is the love of God through Jesus Christ. After being situated on the banks of Cypress Creek at the intersection of Grant Road and Lakewood Forest Drive for many years, in the spring of 2002, the church moved to the new location at 10555 Spring Cypress Road.

God has blessed us with fifty- seven acres of great property on the corner of Hufsmith-Kohrville and Spring Cypress. We have some beautifully wooded areas where the wind blows through the trees and we are reminded of God's provision for us, but even more, we feel the wind of His Spirit blowing into and through our lives. He is the wind in the woods who brings life to our relationship with God the Father through Jesus Christ the Son!

The church has a vision inspired by Christ's Great Commission as stated in the Gospel of Matthew: "Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age" (Matthew 28:18-20).

By building on the foundation of our Statement of Faith, our statement of the purposes of the Church, and our commitment to growing as a healthy congregation by learning to balance those purposes, we have committed ourselves to move beyond "saying the right things" to "doing the right things."

Christian Education and Small Groups are available to persons of every age and interest. The curriculum is chosen to reflect the core values of the church and implement Windwood's Statement of Faith. The style of worship includes both traditional and contemporary elements and there is a secure nursery available for use during worship.

### **About the Kid's Ministry Director:**

The Kid's Min Director will work to achieve Windwood's mission and vision by partnering with our Pre-school, Elementary School, Youth and Community Directors to carry out Windwood's mission, vision and values.

**The Kid's Ministry Director will:**

- Lead and manage all aspects of children's ministry
- In collaboration with the Kid's Ministry Elder and Ministry Council, prepare and manage budget for children's ministry
- Provide a warm, fun, friendly and learning environment for children and families
- Establish clear, consistent and timely communication with parents, and all who serve (both paid and unpaid)
- As needed, recruit, equip and coach unpaid members and active Windwood participants for Sunday Ministries, Wednesdays at Windwood, Special Event Leaders, and Classroom Workers.
- Hire, equip, manage and review part time staff for various Kid's Min positions approved by Personnel and Executive Pastor
- Coordinate and oversee Kid's Worship & Arts director, providing adequate support and feedback to ensure ministry effectiveness
- Utilize appropriate child development knowledge to best meet the needs of Windwood's children in curriculum selection, child discipline, and assuring classrooms are stocked with appropriate & necessary supplies
- Obtain, edit, and distribute curriculum/crafts/supplies for workers
- Plan and support Kid's special events including marketing efforts—website, social media, print materials, etc.

**What you bring:**

**Education, Experience and Skills**

The ideal candidate for this role will have

- 3+ years' experience in children's ministry and/or management of children's programs required
- Four-year college degree preferred
- Microsoft Office capability

**Personal Characteristics**

**The right candidate will be person with:**

- A vibrant, personal relationship with Jesus Christ
- A deep love for children and their families
- A servant attitude towards God, leaders, other team members, members of the church, and guests
- High energy, entrepreneurial, and charismatic with deep organizational skills
- A desire and giftedness to work in children's ministry as a way to serve God and advance His kingdom
- Knowledge and skills to serve in children's ministry
- Strong leadership skills

- An ability to work with children, volunteers, staff, and parents to coordinate children's ministry
- An ability to make changes, corrections and solve problems quickly under pressure
- Clearance of criminal background check
- A high degree of discipline and strategic focus and be a self-starter

**If you think this might be the place for you:**

Check us out at [www.windwoodpc.org](http://www.windwoodpc.org)

Apply by emailing cover letter, resume and references to: [employment@windwoodpc.org](mailto:employment@windwoodpc.org)