

Cary First Kids and Family Ministry

Job Description

Status: Full-Time

Reports to: Associate Pastor

VISION: to create unforgettable and transformative surroundings that will help kids take their next steps to know Jesus, trust Jesus and follow Jesus.

Summary

- Working in collaboration with the Cary First Team, you will help coordinate content, communication and physical spaces in order to create unforgettable and transformative weekly ministry environments for Cary Kids.
- You will work alongside the Associate Pastor in the weekly programming within Cary Kids and be the primary up-front leader of the weekly Cary Kids programming.
- Everything we do as a Next Generation team is with the purpose of seeing kids:
 - *take their next steps of faith in professing Jesus as Lord
 - *participate in baptism
 - *start the journey of owning their relationship with Jesus before transitioning to the student ministry
 - *start the process of disciple making by participating in our Bible Reading Plan.

Responsibilities

- **Be an active and contributing member of the Ministerial Team**
 - Be prepared for weekly meetings, as well as monthly check-ins with the Associate Pastor
 - Contribute to all Next Generation Ministry initiatives throughout the year, such as community events, VBS, Festival 31, family events, summer trips, etc.
 - Provide training for parents to become the primary disciple makers of their family
- **Act as the Team Lead of Cary Kids**
 - Provide programming leadership to weekly Preschool, Elementary, Preteen environments, and Family ministry
 - Help plan out and organize curriculum content for Cary Kids with Associate Pastor
 - Organize and manage weekly serving schedules for Babies-5th Grade
 - Make sure that we have 2 leaders/adults per age group/life groups at all times
 - Make sure that all areas of the Kids Ministry on Sunday mornings are fully staffed each week including greeters, check-in, hall monitors, Life Group Leaders, worship leaders, etc.
 - Help assist in planning the overall Calendar
- **Create environments for kids that move forward the vision**
 - Ensure that all physical spaces are set up and utilized well to accomplish our vision (i.e. large group and Life Group spaces are setup and organized prior to Sunday morning).
 - Evaluate the effectiveness of our spaces and take the lead on proposing necessary changes.
 - Creatively use physical props and visuals to reinforce what is being taught each month.
 - Provide all supplies needed for Life Group leaders to create an exciting experience for their group times.
 - Help communicate with the Associate Pastor regarding all leadership recruitment needs.
 - Collaborate with the Associate Pastor to ensure all Cary Kids leaders are properly trained.

- **Provide clear and consistent communication to Cary Kids leaders and parents**
 - Send weekly emails to all leaders, communicating curriculum content, upcoming schedules, training opportunities, encouragement, and any other related news and events.
 - Send monthly Parent emails, communicating ways for parents to engage their kids with content from our weekly teaching, as well as motivate them in their role as the primary spiritual leaders of their kids.
 - Plan and organize weekly social media posts for Cary Kids (such as FB Next Generation Page, Instagram, sign-up genius, remind, etc.)
 - Make sure all video teaching content, Parent info, etc. is updated weekly on the Cary First Next Generation Web Page

Preferred Qualifications and Attributes:

- Leader of Leaders - Able to lead volunteer teams who in turn lead the ministry.
- Highly Organized - Able to trouble-shoot, create processes and systems with a strong eye for detail.
- Public Speaker – Experience communicating to kids and adults.
- Creative and Resourceful - Able to make content and physical spaces come to life.
- Team Player - Thrives in a team environment and enjoys collaborating with others on projects.
- Flexibility – Able to adapt, take necessary risks with a team, and move at a fast pace.
- Tech skills - Work efficiently within a Mac/PC environment and quickly learn new software and features.
- Other Relevant Skills – Editing curriculum content with PDF editor and other technology to help transfer content to leaders and parents efficiently

Character and Behavioral expectations

Perfection is not expected; growth is. Some of the characteristics expected of an effective Next Generation Associate include:

- Committed to a growing, dynamic, and personal relationship with Jesus. Includes personal spiritual practices such as reading God's Word and having an active prayer life.
- Humility and a strong desire to continue learning and growing both professionally and personally.
- Committed to the larger Church family and maintaining unity. Models life lived within community.
- Fierce commitment to honesty and truth in both leadership and personal life.
- Prioritizes healthy relationships with family, including spouse if married.
- Prioritizes healthy relationships with others outside of the ministry, such as close, meaningful friendships.
- Maintains a life of Christ-like integrity on social media platforms.

Confession of Faith

All Cary First staff shall be in full agreement with the Purpose, Vision and Mission of Cary First.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by individuals within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, or responsibilities associated with the position.

Please email Myron at myron@caryfbc.org with your cover letter and resume.