



<b>Title:</b> Children’s Ministry Lead	
<b>Department:</b> Children’s Ministry	<b>Supervisor:</b> Lead Pastor
<b>Hours/Week:</b> Part-time (8-12 hrs./wk.) Sundays required	<b>Pay Range:</b> \$20-24/hr. (commensurate with experience)
<b>Benefit Eligibility:</b> TBD	<b>Job Class:</b> non-exempt
<b>Schedule:</b> TBD	<b>Location:</b> Scripps Ranch San Diego

### ROLE OVERVIEW

The Children’s Ministry Lead serves to establish, lead, and grow a safe, welcoming, and gospel-centered children’s ministry in partnership with pastoral leadership and volunteers at Redeemer Scripps Ranch. This role is responsible for the weekly execution of children’s ministry on Sundays while also laying foundational systems that can scale as the church grows over the next 1–3 years.

At launch, this role focuses on Sunday excellence, volunteer leadership, and parent communication. Over time, it will increasingly expand in role and scope, helping to build a sustainable ministry structure that supports growth, leadership development, and family discipleship.

This is an ideal role for someone who loves children, enjoys building teams, and desires to grow with a young church plant.

### KEY RESPONSIBILITIES

#### Sunday Ministry Leadership (4-6 hrs. every Sunday)

- Oversee nursery through elementary ministries on Sunday mornings with the support of trained volunteers
- Ensure classrooms are prepared, volunteers are scheduled, and curriculum is ready
- Provide calm, visible leadership during services and respond to real-time needs
- Create a warm, consistent experience for children and family week to week

#### Volunteer Recruitment & Care (weekly)

- Recruit, train, schedule, and support children’s ministry volunteers
- Develop a healthy volunteer culture marked by joy, clarity, and sustainability
- Identify and begin developing lead volunteers over time as the ministry grows
- Provide clear expectations, encouragement, and follow-up

#### Monday Follow-Up & Systems Support (approx. 4 hrs weekly)

- Enter all Connect Cards into CCB in a timely and accurate manner.
- Send welcome emails and follow-up communication to newcomers.
- Coordinate with ministry leaders to ensure new attendees get connected to groups, events, and serving opportunities.
- Track engagement metrics and flag newcomers who may need personal outreach.

#### Curriculum & Spiritual Formation (~8 hrs./month as needed)

- Implement gospel-centered, age-appropriate curriculum
- Ensure teaching aligns with Redeemer’s theological convictions and discipleship vision
- Partner with parents in the spiritual formation of their children
- Help children experience church as a place of safety, belonging, and truth

#### Parent Communication & Integration

- Follow-up with membership steps for next-pathway connections Serve as a primary point of contact for parents and caregivers within children's ministry
- Communicate clearly about schedules, curriculum, and expectations
- Help families, especially those transitioning in—to feel known, welcomed, and connected
- Collaborate with other ministries as needed to support family integration into the life of the church



### **Safety, Systems & Administration**

- Maintain child protection policies, background checks, and training requirements
- Oversee check-in procedures and classroom safety
- Track attendance, volunteer coverage, and basic ministry metrics
- Work in coordination with Redeemer's centralized systems and policies

### **Scaling Vision (1–3 Year Horizon)**

As Redeemer Scripps Ranch grows, this role is expected to help:

- Build repeatable systems for volunteer onboarding and scheduling
- Develop team leaders for age-specific areas
- Expand ministry capacity as attendance and programming increase

This role is intentionally designed to scale with the church, with the potential to grow in scope and hours over time.

### **QUALIFICATIONS**

- A growing, evident faith in Jesus Christ
- Love for children and a heart for family ministry
- Strong organizational and communication skills
- Ability to lead volunteers with warmth, clarity, and humility
- Alignment with Redeemer's theology, values, and philosophy of ministry
- Prior children's ministry experiences preferred (especially in a church or school setting)
- Comfort working in a start-up/church-plant environment

### **CULTURE EXPECTATIONS**

- Demonstrate humility, kindness, approachability, and a heart to serve.
- Maintain a welcoming presence representing Redeemer's values.
- Be adaptable and collaborative with staff, elders, and ministry teams.