

JOB POSTING 2021

ROCKHARBOR Church Mission Viejo

Children's Director (Birth – 5th Grade)

About Rockharbor

Rockharbor is a non-denominational, multi-campus church with campuses in Costa Mesa and Mission Viejo, CA. Our mission is to, "Build communities to reach every community." Through our 20+ years as a church, we have always strived to be a church where people are encouraged to follow Jesus, become like Jesus and do what Jesus does. Because of this, we focus strongly on evangelism, biblical community, equipping others, pursuing justice and multiplication.

About RHMV Families Ministry:

We are committed to helping children understand their true identity as sons and daughters of God. We desire for them to know that they are loved by the Father, have a purpose in His Kingdom and are an important part of a Church community. We have great hope that as our children live from this place, Jesus will be known and loved in their generation. We desire to see the following markers in our children's ministry:

- The active movement and ministry of the Holy Spirit
- Kids that know God's voice and respond
- A generation empowered for advancing the Kingdom NOW
- Conviction that there is No junior Holy Spirit

Things that are shaping our ministry:

- Orange Conference
- Orange Curriculum
- *Raising Spirit Led Kids* – by Seth Dahl
- *Spiritual Parenting* – by Michelle Anthony
- *Kingdom Tools for Teaching*- by Janine Mason
- *Eyes that see & Ears that Hear*- by Jennifer Toledo

About the position

This position is a full-time salary position. This position reports to Renae Craig. Staff members are expected to adhere to Rockharbor's leadership guidelines [which can be provided upon request].

RH All-Staff requirements

- Goal of time spent daily reading the Bible and praying
- Attendance at weekly staff meetings
- Intentional time spent weekly in prayer for RH ministry
- Adherence to all leadership and employee guidelines as outlined in the employee Handbook
- RH endeavors to conduct developmental reviews on an annual basis

How to apply [please read carefully, incomplete applicants will not be considered]

If you are interested in the position, please do the following:

- a. Review the job posting in detail, ensuring you meet the minimum qualifications.
- b. Submit a COVER LETTER and RESUME to Corrine Smith at jobs@rockharbor.org
- c. Once your application has been received, you may be contacted for a phone or in-person interview. Due to the high volume of applicants, please allow us time to review your resume before contacting us on the status of your application.
- d. If your application is disqualified, you will be notified via email.



JOB DESCRIPTION 2021/2022

ROCKHARBOR Church Mission Viejo

Children's Director

Primary purpose of position

Work to recruit and train leaders and volunteers as they inspire, equip, and support parents in their biblical role as the primary nurturers of their children's faith.

Key responsibilities for Children's Director

- Actively build relationships and shepherd parents towards an understating and a desire to live out RH's Family Philosophy.
- Hold and maintain the values of **Rockharbor** within Family Ministry
- Shepherd, encourage, and support parents by being available and accessible
- Recruit, inspire, train, and develop volunteers towards a posture of replication
- Prepare, edit, and implement Orange curriculum for weekend services in person and virtually. This includes shopping, printing curriculum, resources, and supplies for the lessons
- Kids Video Services: prepping scripts, working with team on all design and prop elements, scheduling video service cast, worship elements
- Reopening Elementary: Scheduling volunteers, prepping curriculum, set up/tear down on Sunday, pre-check-in
- RHMV Kids social media: Instagram
- All Church Families weekly email: MailChimp communicating on behalf of all departments for both campuses
- Overseeing the children's in person services
- Assist in the planning and execution of Family Ministry events and programming
- Utilize MyRH for ministry purposes by accurately accounting for our families for the purpose of shepherding
- Prepare quarterly child dedication class (registering families, preparation, and follow up)
- Prepare kids baptism classes (registering families, preparation, and follow up)
- Plan and execute elementary summer camp
- Plan and execute VBS
- Develop elementary small group program
- Oversee and develop leads and hold monthly one on ones
- Provide vision and oversight for teams within families ministry
- Cast vision for teams, families, and leaders that champion the values of Rockharbor

Support Responsibilities

- Provide administrative support to Mission Viejo Families Pastor
- Oversee new volunteer screening and process and process queues. Oversee training and utilization of the LeadSmall App & policies and procedures utilizing TrainedUp
- Track and maintain budget and finances (reimbursements, check requests, financial summaries, journal entries, invoices, etc.)
- Assist in maintaining storage areas
- Lead alongside Families Pastor for Family Experiences and events (Easter, Christmas, etc...)
- Responsible for scheduling volunteers
- Maintain Families Team calendar
- Oversee childcare workers for Families Events
- Update background checks

A candidate should be proficient and confident in the following areas:

- Recruiting, training, equipping, developing volunteer leaders
- Teaching children and students
- Equipping parents
- Dealing with parents, teens, and/or children in crisis situations
- Developmental stages of children and teens
- Collaborating with a team
- Strategic planning
- Creating safe and fun environments for children
- Budget management

Personal Requirements

- A mature and thriving relationship with Jesus
- Regular practice of spiritual disciplines
- A person with a vibrant prayer life
- Comfortability with the prophetic, being led by the Spirit, and discerning
- Exhibits the fruit of the Spirit and knows how to walk in the power and authority of the Spirit
- Strong relationship skills
- A healthy balance of work and rest in their life
- A person of integrity and character