

DIRECTOR OF REDEMPTION KIDS + ADMIN ROLE

Pipeline Level: Director [1]
Reports To: Executive Pastor

VISION FOR ROLE

As a part of the RHC Staff Team, the Director of Redemption Kids will first provide visionary leadership for our mission to children (birth to Grade 5), coordination of volunteers, encouragement of parents and their families, and assistance to the Elders & Staff as children and families are integrated into the fuller life of the church. Support for Elder leadership, RHC vision, and unified Staff will be demonstrated through enthusiastic collaboration. With a significant focus on the Sunday morning experience, the Director will leverage unique passions and gifts to help empower the strategic vision of the church throughout the Leadership Pipeline by leading, designing, aligning, integrating, directing, or executing related systems, processes, approaches, and details to the benefit of many RHC stakeholders in an energetic, self-directed, and timely manner. Additionally, the candidate will flexibly assist the Pastors & Staff with crucial behind-the-scenes administrative support church-wide using attention to detail, comfort with software applications, and excitement to see others grow by aligning, integrating, and executing administrative and technical systems, processes, approaches, and details to the benefit of many RHC stakeholders in an independent, confidential, and timely manner. Consistent with the growth dynamics of a local church, it is likely that role may change over time given the emergence of new opportunities and the development of others.

KEY MISSIONS *(energized by RHC's Beyond-the-Horizon vision)*[2]:

- The *Redemption Kids Team* exists to provide safe and fun environments for kids to be transformed by the gospel of Jesus Christ, even as the team equips and comes alongside their parents and guardians while the *Administration Team* invests their spiritual gifts and God-given abilities to build and execute a Trellis framework of evolving, efficient, and effective processes and people committed to enthusiastically supporting the Vine work of “disciples who make disciples who make disciples”.

GENERAL PREREQUISITES -The candidate must demonstrate the following:

- Commitment to RHC's *Seven Pursuits of a Disciple* as an example of a growing, Spirit-filled believer in Jesus Christ determined to honor God, our Father.
- Current standing as an RHC Member (or committed to the pursuit of Membership) and fulfillment of RHC's *Member Covenant* as an example of a growing, Spirit-filled believer in Jesus Christ committed to honoring the Father.[3]
- Willingness to review and embrace the RHC *Staff Covenant* vital to Leadership excellence as a Team.
- Given the highly sensitive nature of the information viewed, a strict confidentiality agreement must be signed as a guarantee of privacy protection.

[1] Like most Leadership roles in ministry, there may be times when an employee serves at other levels within the Pipeline in order to meet needs or fulfill passions. [2] We see a multiplication movement spreading across Greater Medford, as 755,000 people restlessly wait for the hope of Jesus. Fueled by our pursuit of God and filled with his Spirit, we will make disciples who urgently lead others from spiritual apathy to abundant life in Christ. As people taste true freedom, joy will fill living rooms, classrooms, and conference rooms. By 2030, we will see dozens of new groups and at least 3 new churches cover the map. This vision will come alive through bold prayer and action. We will impact lives from New England to the Nations. [3] For additional character prerequisites, see “RHC Staff Expectations”



EXPECTATIONS

The S.H.A.P.E.[4], or God-given design, of the candidate should reflect the core competencies of the developed role.

Character & Traits: Love of People - Children & Families; Organized & Detailed; Effective & Impactful; Supportive & Flexible

Leadership: Visionary & Communicative; Team-Builder; Delegator & Barrier-Buster

Technical:[5] Experience (or the ability to learn):

- Children & Families - Approaches, tools, + policies within a local church setting.
- Volunteer Management – recruitment, training, assessment, scheduling, & appreciation within a local church setting.
- Administrative Tools – such as Church Management Software (Church Community Builder), Calendar & Event Management (Google), Team Communication Tools (Slack), Cloud Storage (Dropbox, Google Docs), & Website Management (Wix).

AREAS OF RESPONSIBILITIES: [6]

Redemption Kids: (60%)

1. Drive strategic vision, planning, and implementation through team mobilization within RK and integrated within RHC.
2. Create and direct an attractational Sunday morning experience for children (birth – Grade 5) and their families or guardians.
3. Volunteer & Leader Development: Champion the development of a strong leaders and volunteers through the RK Leadership Pipeline; Integrated within the RHC Volunteer philosophy, your healthy approach will consider the many stages of a Volunteer’s experience as well as the many opportunities to impact excellence.
4. Working and communicating with Elders & Staff, identify opportunities to introduce, equip, and disciple children and families to follow Jesus and the pursuit of godly living as they grow in Christ as children, parents, and families.
5. Envision and develop Teams ready, willing, and able to execute non-Sunday opportunities to supplement RHC efforts in child-friendly, family-enrichment opportunities.
6. Support Elders, Staff, and other ministries by coordinating critical non-Sunday childcare needs identified through the Annual Calendar process.

Administration: (40%)

1. Be the central coordinator assisting and executing best next steps for individuals engaged at RHC; People moving forward may be aided by the collection of key information, execution of RHC Process Queues, periodic “People Reviews”, and the effective maintenance of RHC’s People Database and Personal Profiles.
2. Be the central manager documenting and clarifying all identified occasions expressed through RHC Calendars and processes, including the Annual Calendar rhythm, ongoing Calendar requests, regular Calendar maintenance, supporting Elder Planning, and populating the Website Events Calendar.
3. Be the central coordinator maintaining and enhancing core software tools used by many RHC stakeholders, including access, permissions, tutorials, and other support opportunities.
4. Assist the Elders & Staff by monitoring, initiating, or triaging communication or organizational needs with key RHC stakeholders, including RHC Staff, the Community-At-Large, and other members of the Administrative Team.
5. Measures & Metrics: Be the central coordinator overseeing the collection and reporting of critical measures and metrics for the Elders and other key Leaders supporting the RHC Critical Metrics Dashboard.

[4] S.H.A.P.E. = Spiritual Gifts, Heart (or Passion), Abilities, Personality, Experiences. [5] Based on the candidate’s history of personal and technical learning achieved through self-initiative, the potential to learn one or more applications will be assessed and an individualized development plan written, if hired and if needed. [6] For detailed breakdown of tasks, see “Onboarding Checklist”



COMMITMENT & TIME INVESTMENT

Given the strategic nature of the position, the candidate is asked to commit to a minimum of 2 years of service (with a strong preference for 3 or more years).

1. Typically, the candidate will serve a minimum of 35 hours/week (on average). Seasonal adjustments based on the church calendar can be expected provided discussion occurs with Overseeing Elder.
2. Scheduling patterns will include key Redemption Kids as well as RHC Staff anchor dates, meetings, and regular deliverables (shared in detail during the interview process). The candidate, in consultation with their Overseeing Elder, will craft and communicate a typical “Ideal Work Week” for the purpose predictable work patterns and synchrony with others.
3. Within their roles, all RHC Staff are expected to prioritize the Sunday Experience and other major RHC strategic commitments unless prior arrangements have been discussed and approved, in advance. In the instance that the candidate is specifically serving and executing on a Sunday morning, those hours will count as “hours worked” for the week.
4. This position is often accomplished through remote work with significant flexibility for discretionary and professional time management provided all necessary deliverables and timelines are met. Consistent communication and collaboration is expected. Accessibility and response to emerging critical needs is expected within reasonableness for all. Communication concerning the candidate’s understandable limitations on accessibility and response limitations is expected as a courtesy.
5. The pursuit of personal passions as a volunteer within the church, beyond defined duties, should be carefully discussed and affirmed with overseeing Elder.

COMPENSATION

1. Annual candidate compensation for a 35-hour work week will be discussed during the hiring process, stated in an offer letter, and then paid twice monthly through the standard RHC payroll process.[7]
2. There is 2 week’s paid vacation[8] (advanced approval required); also holidays per policy.
3. Additionally, current “best practice” for full time staff is to schedule an 8-hour spiritual retreat day once per Trimester as discussed with overseeing Elder.
4. Availability of ministry expense reimbursement and professional expenses will be based on approved Financial Ministry Plan and Elder oversight.
5. Other potential benefits to be discussed during the hiring process.

ADDITIONAL NOTES

Current RHC strategic plans include the potential for space acquisition, the multiplication of worship services, and other opportunities for growth that will likely impact ministry for children and families.

[7] All RHC staff budgeted roles are subject to the annual Financial Ministry Plan process. Future adjustments will be based on Elder recommendations through the FMP process. [8] Consideration for candidates with significant relevant experience may impact the beginning vacation accrual rate.