



JOB DESCRIPTION

Lead KIDS DIRECTOR

LOCATION: *Grace Community Church, 2346 Floral Avenue, Chico, CA 95926*

REPORTS TO: *Discipleship Pastor*

COMPENSATION STATUS: *Full-Time, Salaried Exempt | \$60,000 to \$74,000 annually*

START DATE: *June 1, 2026*

POSITION SUMMARY

The Lead Kids Director at Grace Community Church is responsible for building a thriving, disciple-making ministry for children from birth through 6th grade. This leader creates environments where kids don't just learn about Jesus but begin to follow Him, while equipping parents and volunteers to play their role in the discipleship journey.

This role is not simply about running programs. It is about raising up the next generation of disciples who are believing in Jesus, being with Jesus, becoming like Jesus, and living for Jesus. The Lead Kids Director will develop leaders, build systems that scale, and ensure that Grace Kids is a foundational part of Grace's vision to multiply disciples, leaders, and churches.

PRIMARY RESPONSIBILITIES

Grace Kids Programming

- Oversee and ensure the execution of engaging, safe, and gospel-centered Sunday morning and midweek environments for nursery, preschool, and elementary-aged children
- Choose or develop curriculum that is biblically grounded, developmentally appropriate, and aligned with Grace's theological convictions and Discipleship Pathway
- Build and lead teams that consistently create excellent, welcoming environments, and are consistently prepared with supplies and teaching materials
- Create age-appropriate environments where children can begin to take real steps in following Jesus

Team Leadership Development

- Recruit, train, schedule, and care for a growing team of volunteers who lead and love kids well
- Provide ongoing coaching and development so volunteers grow in both confidence and competency
- Build leadership pipelines that multiply leaders who can lead other leaders

- Identify and develop high-capacity leaders and future staff

Parent Partnership

- Equip and encourage parents to be the primary spiritual leaders of their children
- Provide consistent communication, tools, and resources to support discipleship in the home
- Create clear on-ramps for new families to connect, ask questions, and take next steps
- Help parents understand and engage with Grace's Discipleship Pathway

Safety and Security

- Maintain and enforce all Grace Kids safety protocols, including volunteer screening, check-in systems, and emergency procedures
- Partner with Facilities and the Safety Team to ensure environments meet safety and cleanliness standards
- Ensure full compliance with all legal and insurance requirements related to child safety

Events and Milestones

- Plan and lead key environments and events such as VBS, Family Sundays, and Kids Baptism Classes
- Celebrate spiritual milestones including child dedications, first-time commitments, and baptisms
- Partner with other ministries to integrate children and families into the broader life of the church

Team Collaboration and Communication

- Work closely with the Discipleship Pastor to align Grace Kids with the overall discipleship strategy of Grace
- Collaborate with the Youth and Young Adults Pastor to ensure strong transitions and long-term faith formation
- Provide clear, consistent communication to staff, volunteers, and families regarding vision, events, and next steps

COMMITMENT

This is a full-time position that will require work onsite at Grace Community Church, including being present for monthly staff meetings and supervisor check-ins and evaluations. This position is subject to reevaluation on behalf of Grace and the Next Gen Pastor annually.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, and handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

DISCLOSURE

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. Any agreement made in relation to this job description does not constitute an employment contract, implied or otherwise, other than an "at-will" relationship.

QUALIFICATIONS

The successful applicant will have a breadth of education, experience, and skills that enable fulfillment of the responsibilities of the Director as summarized above. Preference will be given to those who demonstrate a genuine call to ministry, a true servant's heart, and application and supporting materials that demonstrate the following:

- A mature and growing faith in Christ that serves as a model to those they lead (1 Corinthians 11:1).
- A chemistry that connects with Grace's culture.
- A heart for the local church, and an undeniable love for helping children grow in a relationship with Jesus Christ.
- The ability to comfortably speak in public to audiences of both adults and children.
- An intrinsic desire to collaborate with other staff and volunteers serving within our church ministry.
- Drive to create healthy relationships, with clear and effective communication as a foundation.
- Experience as a collaborative leader who is adept at developing, leading, and encouraging teams of volunteers.
- A self-starter who is adept at identifying strategies to overcome growth barriers in life and ministry.
- The ability to address conflict and initiate needed course corrections directly, fairly, and graciously.

- Full agreement with the doctrinal position of Grace Community Church and membership covenant.

GRACE'S MISSION STATEMENT

We are a community of Christ followers on mission to grow in faith and love as we show and share the Gospel for the glory of God and the good of the city.

2 Thessalonians 1:3, James 2:14-17, Matthew 5:16, Jeremiah 29:7

GRACE'S VALUES

RADICAL GRACE

We embrace God's perfect love as a community of imperfect people.

Luke 7:36-50

BETTER TOGETHER

We pursue authentic relationships for the sake of spiritual growth.

Hebrews 10:23-25, Acts 2:42-47

TRUTH TRANSFORMS

We seek transformation through the unchanging word of God.

2 Timothy 3:16-17, Hebrews 4:12

BE THE CHURCH

We engage God's mission as a sent people in the everyday and not just Sunday.

Acts 1:8; Romans 10:14-15

GENEROUS LIVING

We live generous lives that reflect the goodness of the Gospel.

1 Timothy 6:18, 2 Corinthians 9:11

MADE TO MULTIPLY

We equip disciples and communities to grow so that they multiply.

Matthew 28:18-20, 2 Timothy 2:2

GENERATION NEXT

We develop tomorrow's leaders today.

Deuteronomy 11:19, Titus 2:1-8, 2 Timothy 2:2