



- **Accountability Statement:**
  - Guide and foster Children’s Church participants, volunteers, and families into meaningful and connected relationships to God, each other, and the larger church body.
- **Measure of Success:**
  - Participants, Families, and Volunteers are provided with an environment and opportunities where relationships can form and grow.
- **Responsibilities and Actions include, but not limited to:**
  - Consistently invest in and minister to Children’s Church participants and their families through prayer and intentional connections through weekly interactions with Children’s Church children and their families.
  - Participate/attend worship services at Triumph West and engage with families before and after services.
  - Lead and encourage volunteers in building relationships with our children through weekly interactions.
  - Maintain communication with Triumph Kids West director through email and periodic in-person conversations or meetings.

### 3- LEADERSHIP (WEIGHT 10%)

- **Accountability Statement:**
  - Lead efforts to recruit, train, schedule, and oversee Children’s Church volunteers, ensuring that Children’s Church is provided with quality in a safe, nurturing environment.
- **Measure of Success:**
  - Children’s Church is staffed in a weekly basis and a safe, nurturing environment is maintained.
- **Responsibilities and Actions include:**
  - Lead efforts to recruit, train, schedule, and oversee Children’s Church volunteers.
    - Train and support Children’s Church volunteers.
    - Ensure all volunteers and staff meet appropriate requirements to serve including background checks.
    - Ensure proper enforcement of Triumph Kids policies and procedures.
  - Assist director in maintaining registration forms and document for Children’s Church children.

### III. KEY WORKING RELATIONSHIPS

- Report to the Triumph Kids West Director who will conduct quarterly one-on-one meetings and reviews.
- Work as a team with our West Campus staff in terms of communication and collaboration.

### IV. POSITION QUALIFICATIONS

- Demonstrates a vibrant and growing relationship with Jesus Christ. This demonstration includes:
  - Acknowledgment of the Lordship of Jesus Christ in his/her life
  - Commitment to intentionally pursue maturity in his/her relationship with God through personal devotions, active attendance in worship services, and involvement in accountable relationships.
  - Commitment to avoid any lifestyle choices that would compromise his/her credibility.
- An obvious love for children and those who work with children.
- Must pass a background check for the states of Minnesota and North Dakota and any other state of previous residency or employment.
- Experience that reflects success in working with children and supervising others who work with children.
- Skilled relationally in interacting with people of a variety of ages, backgrounds, and experiences.
- Teachable spirit, seeking to grow and develop both personally and professionally.
- Able to take initiative in leading and coordinating activities with students and volunteer staff.
- Willing to work in agreement with Triumph’s statements of faith, mission, purpose, and core values.

- Effectively communicate and represent the vision and ministry of Triumph and Triumph’s Kids West.
- Maintain a strong work ethic and build efficient processes.
- Knowledge, Skills and Gifts:
  - Exhibit excellent organizational, administrative, problem solving, and interpersonal skills.
  - Able to work effectively with a larger ministry team.
  - Be a motivated, effective recruiter and manager of volunteers.
  - Able to cast vision, build relationships, release the gifts of others, and be a multiplier of leaders.
  - Able to maintain and protect confidentiality.
  - Able to learn ministry related computer software as assigned.

**V. CONDITIONS OF EMPLOYMENT**

- Exhibits a meaningful and growing personal relationship with Jesus Christ.
- Models the Biblical standard of personal conduct and lifestyle.
- Supports and adheres to the Purpose, Mission, Vision, Core Values and Statement of Faith of Triumph Church.
- Supports and adheres to the Constitution and Bylaws of Triumph Church.
- Supports and adheres to the Elder Board Policies and assists in the administration thereof.
- Regularly attends worship services at Triumph West; with Triumph West being the church home.

**VI. HOURS AND COMPENSATION:**

- This is a part-time stipend position which will entail working Sundays.
- Compensation will depend on experience. Sundays worked will be submitted monthly for payroll.
- Employment relationship is outlined in Triumph’s Employee Handbook.

**VII. PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

- Requires the ability to lift 20 lbs.
- Requires prolonged sitting, walking, standing, bending, lifting, stooping and stretching.

The duties described above are the general nature and level of work to be performed but are not intended to be a complete comprehensive list of all duties.

Children’s Church Coordinator \_\_\_\_\_

Date: \_\_\_\_\_

Triumph Kids West Director \_\_\_\_\_

Date: \_\_\_\_\_

Campus Pastor \_\_\_\_\_

Date: \_\_\_\_\_