

## **Journey Community Church**

**Job Title:** Edge 56 Lead

**Department:** Generation Ministries

**Full time or Part time:** Part Time (25-30 hrs.)

**Supervisor:** Generation Ministries Pastor

### **Position Summary**

Lead 5<sup>th</sup> and 6<sup>th</sup> grade students into safe, age-appropriate, irresistible and transformational services. Our Edge 56 lead will oversee weekend services, life groups, special events and camps. The Edge 56 Lead will champion church for 5<sup>th</sup> and 6<sup>th</sup> graders.

### **Essential Duties and Responsibilities**

- Curriculum planning and preparation for Sunday services and Wednesday night Edge 56 life groups (6 Hours)
  - Research, evaluate and write and/or select preteen curriculum for Sunday services and Wednesday life groups.
  - Edit purchased material to fit our Journey DNA
  - Print and prepare weekly mid-week handouts
  - Send a monthly schedule to each service area with assigned volunteer leadership positions.
  - Work with weekend teachers to write and teach in Edge 56 according to the Bible series.
  - Send a weekly team e-mail with the curriculum and important information to help prepare volunteers for their life groups.
  - Include creative age-appropriate activities, games and crafts to help build community and enhance the learning environment
- Preparation for Sunday services (5 hours)
  - Work with the Journey Kids Admin to gather, purchase and prepare all materials and supplies for the service and the Edge 56 Café
  - Communicate, train equip and work with volunteer table leaders
  - Set up Edge 56 room including series decorations, lesson materials and handouts
  - Ensure worship team is scheduled
  - Ensure media is updated and loaded for the weekend
  - Clean up following the service and replace supplies
  - Communicate through Journey Connect, the Weekly Update and FaceBook information to parents, students and leaders

- Preparation for Wednesday night life groups (4 hours)
  - Work with the Resource Coordinator to gather, purchase and prepare all materials and supplies for life groups
  - Communicate, train, equip, and work with life group leaders
  - Set up Edge 56 room for life groups
  - Coordinate with the Student Min team to coordinate Wednesday Night Food and overall campus set up.
  - Ensure worship team is scheduled and prepared when needed
  - Ensure media is updated and loaded
  - Clean up following life groups and replace supplies
  - Communicate through Journey Connect, the Weekly Update and FaceBook information to parents, students and leaders
  
- Plan and implement special events for Edge 56 including: (4 hours more as needed)
  - Edge 56 Summer Camp
  - Easter Services & Christmas Eve Services
  - Edge 56 Winter Day Camp
  - Other Special Events as needed
  - Communicate through Journey Connect, the Weekly Update and FaceBook information to parents, students and leaders
  - Partnering with Riptide on occasional middle school events and In-The-Middle Services
  
- Volunteers (4 hours)
  - Invite others to be part of Edge 56
  - Meet with every leader a minimum once a year one-one-one to get feedback and help build the team by building relationships with each leader
  - Actively seek out volunteers to join the Kids Ministry Team
  - Staff Sunday services and Wednesday life groups with volunteers
  - Keep track of a master volunteer schedule and send out weekly through Planning Center for each area of Edge 56
  - Find replacement volunteers for last minute gaps in schedule
  - Keep Journey Connect updated by group with volunteer information & photo
  - Ensure background checks are completed
  
- Training & Development (2 hours)
  - Provide group training for staff and all new volunteers including going over the Kids Ministry General Policies and Procedures, position descriptions and any age specific information that can help a leader connect with students and parents.
  
- Team and Relationship Building (1 hour)
  - Connect with and support volunteers
  - Encourage them with notes, gifts, e-mails, texts etc.
  - Pray for and with volunteers

- Conduct appreciation events with each volunteer team and then one large gathering once a year.

#### Attend Journey and Generations Team Meetings, Training and Special Events

- Weekly Communication Meeting
- Occasional Ministry Leaders Meeting
- Monthly Kids Ministry Meeting
- Monthly All Staff Meeting
- Periodic All Generations Staff Events
- All Staff Spiritual Retreats and Special Events
- Church Baptisms
- All Church Rally

## **Job-Related Qualifications**

### *Education, Training, and Experience*

- College Education is preferred
- 2-3 yrs experience directing, managing and leading a team
- 2-3 yrs experience working with children and students
- Previous experience working in children's ministry, whether as a regular volunteer or as an intern, is preferred.
- Helpful to have taken Youth & Family Ministry, Child & Family Development course(s) or Education courses.

### *Job Skills, Knowledge, Expectations and Abilities*

- Must LOVE Jesus and kids
- Good communication skills with kids, students, volunteers, parents and adults of all ages, etc.
- Basic knowledge of Bible stories, or willingness to learn how to relate Bible stories in an age appropriate manner in line with Journey DNA
- Able to verbalize and articulate what lesson/theme the kids are learning about each week to both kids and adults
- Personable & approachable to adults and kids.
- Attempt to understand how kids think, i.e. understand concrete vs. abstract thinking.
- Understand and appreciate the abilities and skills of all ages of children and students.
- Be willing to play, engage in conversations, games, and activities, and use your imagination.
- Be able to verbally process with kids and students about their feelings and what's going on in their lives.