

## Job Description

**Title:** 2nd-3rd Ministry Lead  
**Reports To:** Elementary Leader  
**FLSA Status:** Non-Exempt  
**Prepared By:** Shelly Clark

**Ministry:** Children's Ministry  
**Classification Grade:** T-2  
**Approved By:** Human Resources  
**Approved Date:** 4/25/2019

---

### Essential Organizational Core Values

- **As an Individual Leader:** The 2nd-3rd Ministry Lead is responsible for taking the leadership of all ministry functions they oversee. Live out RLM's Organizational Core Values and 7 Ministry Essentials personally and ensure their leadership and oversight of the ministries they oversee also embody and are living out RLM's Organizational Core Values and 7 Ministry Essentials. Responsible for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Team Member on the Children's Ministry Team and RLM Staff Team:** The 2nd-3rd Ministry Lead has a responsibility to collaborate as a team member on their immediate team as well as the RLM Staff Team as a whole to accomplish church wide objectives and goals as well as Real Life Kids team objectives as well as goals for their immediate team. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

### Job Summary

The 2nd-3rd Ministry Lead will coordinate, organize, lead, and supervise the 2nd-3rd grade portion for Real Life Kids during weekend services and camps. He/She will work closely with the Elementary Ministry Leader in order to support K-1st team lead and 4th and 5th grade team lead, as well as collaboration with all of Real Life Kids team. He/She will build and train a team of volunteers to support the vision and mission of the Real Life Kids team.

#### 1. Primary Responsibilities ( 85 %)

- Supervise, lead/run and coordinate weekend services pertaining to the 2nd-3rd ministry. Including extra services and special events. i.e. holiday schedules.
- Implementation and preparation of curriculum.
- Lead, train, inspire and equip volunteers to minister to children and parents in the ministry.
- Foster an environment of excellence, safety and friendliness in accordance with the Real Life Kids values.
- Set up of classroom, preparation of curriculum, stocking, cleaning of room. i.e. room is ready for children and parents. Room is "picked-up" and locked after services.
- Troubleshooting problems/issues with volunteer's, children, and parents.
- Implement and maintain a shepherding strategy for the volunteer needs.
- Supporting and ministering to parents and children within the ministry.
- Meet with Elementary Ministry Leader for accountability, mentoring and specific job assignments.

#### 2. Team Function ( 5 %)

- Real Life Kids is your "first team". Demonstrate peer-to-peer accountability, emotional and spiritual support of others in your first team.
- Coachable, approachable and demonstrates the ability and courage to speak and accept critical feedback and truth in love.
- Active participant in Real Life Kids retreats.

#### 3. RLM Staff Relations ( 3 %)

- *Support the vision and mission of Real Life Ministries as a collective group.*
- *Ability to communicate with all Real Life staff, for the purpose of implementations of our vision and mission.*

#### **4. Personal Ministry (5% )**

- *Responsible for having and living out a personal ministry plan.*
- *Responsible for having intentional discipleship conversations regarding the personal ministry plans of others that you lead. (volunteers)*
- *Personal life represents an active follower of Christ.*
- *Adopts an attitude for continual growth and learning.*

#### **5. Miscellaneous ( 2 %)**

- *Friendliness, cooperation and availability towards staff and congregation is modeled for volunteers to follow.*
- *Participates in all-church functions as well as global trainings that fall outside the specific job description. (Align, Discipleshift, Easter, Harvest Festival)*
- *Readiness to help outside of specific job description for the betterment of Real Life Kids Team.*

#### **Qualifications, Required Skills and Competencies:**

*A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that “apart from Christ we can do nothing.” – Abiding in Christ.*

- *A shepherd’s temperament; servant-leader/mentor attitude and inclination.*
- *Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.*
- *Strong biblical foundation for wise management in a church setting.*
- *Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.*
- *Since we work primarily in teams at RLM, must understand group dynamics and ensure effective consensus building and decision-making.*
- *Personal initiative and diligence, which produces follow-through in tasks.*
- *Solid biblical/theological convictions, which are aligned with Real Life Ministries’ Doctrine and Statement of Faith.*
- *A willingness to grow and adapt to the inevitable changes found in a local church.*

#### **Physical Abilities required**

- *While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision.*
- *This position requires the ability to move/ lift object up to, but not limited to, 50 pounds.*
- *Extensive walking is apart of this job.*
- 

#### **Disclaimer(s)**

- *The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*
- *Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out a Employee Volunteer Acknowledgement Form and turn it into HR.*

#### **Additional information**

Employee Name: \_\_\_\_\_

*Employee Signature* \_\_\_\_\_ *Date* \_\_\_\_\_