

## JOB DESCRIPTION

### KIDS' ROCK MINISTRY

#### PART TIME POSITION - CONSTANTIBERG

Common Ground Church is seeking to employ a part-time Kids' Rock Ministry Leader for our Constantiaberg Congregation. The ideal applicant would be an individual with strong administrative skills and a passion for working with children. Experience in teaching or any child related work would be advantageous for this position.

#### The successful candidate must:

- Be approachable and trustworthy;
- Have excellent interpersonal skills;
- Have a mature and responsible attitude towards work with the ability to take ownership of projects;
- Be adaptable to new projects and requirements;
- Have excellent time management & organisational skills;
- Be highly proactive & have good self-leadership skills;
- Have good basic computer skills.

#### Roles & responsibilities (include, but are not limited to):

- Developing, with the elders, a strong team of volunteers to serve in Kids Rock, in the Cabin, 2.5years – Grade.
- Leading the Kids Rock Cabin Team:
  - practically (setting of and managing rosters; weekly communication with the team for Sundays; following the process of bringing new people onto the team; coaching and developing volunteer leaders);
  - spiritually (making prayer a priority; keeping the gospel and the vision of Next Gen and Common Ground a priority; leading the team in prayer/ brief devotion each Sunday; equipping the team's hearts for ministry);
  - General casting of vision and strategy;
- Overseeing the running of the Cabin on Sundays (setting up the venue; maintaining resources and equipment, ensuring the safety and security of the kids, etc.);
- Getting the numbers from a Sunday morning to the congregational Administrator each week;
- Managing the budget for the Cabin in partnership with Angela;
- Shopping for the specific needs of the ministry (catering requirements, equipment, restocking of stationery etc.);
- Amending the Cabin register;
- Organizing training/connection events (2nd + 4th term) within the congregation;
- Liaising with the congregational Administrator regarding congregation specific family events;
- Communicating with the eldership team regarding the ministry;

- Exploring and engaging in meaningful schools ministry;
  - Contributing to the Next Gen Base Team, who are corporately responsible for:
    - Developing the big picture vision for reaching the next generation of Cape Town, in line with the vision of Common Ground and which is then contextualized to fit each congregation;
    - Setting, developing and editing the curriculum used in Kids Rock across the city, and preparing the practical material each week, as well as distributing it to the congregations;
    - Organizing and hosting bi-annual training events (1st and 3rd term);
    - Termly shopping for city-wide catering, craft supplies and teaching aids;
    - Organizing and hosting Kids Rock events - Sweet Valley Bible Week, a central Holiday Club in July, Kids Camp, Christmas booklets;
  - Being available as a sounding board for new staff and volunteers.
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Please submit your motivational cover letter and C.V. to Genevieve Riemer ([genevieve.r@commongroundchurch.co.za](mailto:genevieve.r@commongroundchurch.co.za)) by the 14<sup>th</sup> of November 2017.