

# The Table :: Table Kids Director

## I. Title of Position

Table Kids Director

## II. Purpose of Position

To *relationally lead, organizationally develop, and sustainably grow* Table Kids (birth through 5th grade) into a robust ministry where every child experiences “the flourishing presence of Jesus.”

## III. Reports To

Lead Pastor

## IV. Direct reports

*Table Kids* Team Members (Class Leaders, Supervisors, Check-in, Teachers, & Assistants)

## V. Leadership Responsibilities

### *Teacher & Assistant Oversight*

- Develop a flexible training process and provide ongoing relational coaching (Challenge, Structure, & Support) to Team Members in the areas of safety, classroom dynamics, theological/spiritual formation, child development, and curriculum adaptation.
- Evaluate the effectiveness of teaching, both initially and on an ongoing basis.
- Champion and hold *all team members* accountable for safety best practices, and ensure that 100% of all team members have passed a background check before serving in Table Kids.

### *Curriculum Coordination*

- As needed, adapt, document, and coach teachers in curriculum implementation to more robustly communicate the Gospel, meet the needs of each developmental level, and contextualize content for families.
- Develop and implement a plan for parents to incorporate content into spiritual formation at home.

### *Relational Leadership (Parental Involvement and Follow-up)*

- Connect with parents of struggling children (learning, behavior, motivation, etc.) to increase support both during classroom time and through parents at home.
- Offer challenge, structure, and support for parents to disciple children outside of Sunday Morning (resources, advising specific parenting techniques, etc., as opportunity allows).

### *Scheduling & Logistics*

- Use PCO to schedule Teachers & Assistants 30-60 days in advance, support Teachers & Assistants to find their replacements if unable to serve, and find substitutes when time or circumstances do not permit them to do so. (**Note:** As we more fully develop the “Class Leader” role, some or all of this responsibility will be regularly delegated to them.)
- Proactively seek out potential Teachers & Assistants, carefully discerning their fit for each role (e.g. Teacher vs Assistant) and Class/age level.

- Ensure the timely purchase and organization of all needed classroom supplies/snacks, oversee check-in process and related equipment (laptop + label printer), and confirm the completion of any tasks delegated to other team members.
- Serve in “Supervisor” role at least twice per month to maintain ministry awareness, and update PCO Headcount no later than the end of the service each week.

#### **VI. Primary Strengths Required**

- At least 2 years of direct ministry, educational, childhood development, and/or other related leadership experience; demonstrated ability to personally connect with children and manage a classroom.
- Grace-driven (Reformed) theology, with the ability to communicate the centrality of Jesus in all of Scripture to children.
- Comfortable with the tension of ministry requiring both strategic/organizational and personal/relational leadership, understanding that both are necessary to flourish.
- Works well within a team environment, secure enough to offer and receive critical feedback.
- Works through and develops others; able to multiply influence through lay leaders.
- High initiative and ownership, motivated to address problems without asking for permission or guidance but also aware of when to ask for help.
- High levels of discernment in identifying adaptive vs. technical leadership challenges, ability to navigate complexity, and wisdom in helping others do the same.
- Spiritually mature, and able to lead others in different life stages with high levels of emotional intelligence (EQ).

#### **VII. Time & Compensation**

- Part-Time: 12 hours per week (not including staff or team meetings)
- Compensation: TBD (commensurate with experience), 4 weeks vacation, and a budget for personal & professional leadership development.
- Opportunity for increase in hours, compensation, & leadership responsibility as The Table grows.