



GREENHOUSE
CHURCH

Gainesville, FL
352-376-6992
www.greenhousechurch.org

Job Title: **GH Sprouts Director**
Reports To: **Pastor of Student Ministries/Executive Pastor**

Job Purpose

This position reports directly to the Pastor of Student Ministries & Executive Pastor who are responsible for the oversight of all GH student ministries. This position works alongside the GHKids Pastor/Director to serve the church by developing, coordinating and administering both an early childhood ministry team (Birth-Kindergarten) and in facilitating the management of a childcare team (Birth –Fifth Grade). Demonstrating a proficiency in administrative and leadership abilities that is necessary to recruit, train and develop volunteers and staff for all ministry and childcare needs is a desired quality for this position. The position's purpose is to assist in the daily administrative functions of the Greenhouse Church's many ministries, inclusive of providing administrative support (to GH ministries and staff as directed). An ability to work alongside the GH staff to bring constant improvement to the quality of the staff, volunteers, facilities, and ministry programs of The GH Church's Sprouts ministry, is desired. This position is expected to contribute to the team spirit of the staff and congregation through fellowship, encouragement, cooperation, prayer, and other appropriate ways.

Duties and Responsibilities

Work alongside the student ministries team and specifically the GHKids Director/Pastor to:

- Recruit, train, staff, and oversee volunteer ministry teams for all weekend services, weekday evening services, and for any possible future church service times.
- Oversee development, preparation and execution of curriculum and activities for each service.
- Develop, implement, and maintain an effective plan for involving parents in all areas of ministry, including staffing services.
- Coordinate, develop, facilitate, and maintain support for families such as baby dedication, parenting classes, bible studies, family events, family devotional activities, etc.
- Encourage community through development of parent and family meetings (for the purposes of meeting other families, sharing talents and gifts and providing encouragement to one another).
- Collaborate with the children's pastor and youth ministry leaders by performing any other duties as needed to ensure the effectiveness of the children's and youth ministries.

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Duties and Responsibilities (Continued)

Weekend/Weekday Volunteer & Service Administration

- Oversee satellite campus programs and coordinator responsibilities
- Meet regularly with campus coordinators for training, mentoring, and guidance regarding ministry details and ongoing improvement of the ministry.
- Work alongside satellite campus teams to ensure uniformity with all Greenhouse children and family ministries with regards to environment, curriculum, leadership, and overall ministry mission and vision.
- Ensure the children's safety through the implementation of approved clearance processes, inclusive of, but not limited to: regular and ongoing one on one meeting's with ministry volunteers (follow-up on meeting attendance, prayer, microchurch involvement, spiritual/personal growth and development, discipleship, etc.)
- Responsibly manage the early childhood ministry budget, including satellite campuses.
- Work with volunteers and coordinators to ensure that everything is prepared and in place for all scheduled ministry times.
- Maintain an accurate inventory of equipment, supplies and curricular materials, purchasing supplies as needed.
- Responsibly manage the early childhood ministry budget, including satellite campuses
- Ensure the children's safety through the implementation of approved clearance processes, which includes, but is not limited to: conducting thorough interviews and background checks for all potential volunteers, as well as Child Abuse Prevention training, and curriculum training.
- Encourage accountability through, but not limited to, regular and ongoing one on one meeting's with ministry volunteers (follow-up on meeting attendance, prayer, microchurch involvement, spiritual/personal growth and development, discipleship, etc.)
- Regularly attend all staff meetings, retreats, and any other staff development and involvement
- Work with other staff as appropriate
- Coordinate special events as required

Oversee Kid Keepers Coordinator

- Recruit, train, staff, and oversee the management of childcare teams for weekly evening microchurch gatherings, ministry classes, special events, and other church functions that may arise. This may include recruiting and overseeing a childcare team leader to organize, train, schedule, and manage the childcare staff.

Required Character Attributes & Team Values

- **Must Be Willing to Uphold and Champion the Following Team Values:**
 - Be a God seeker
 - Help to increase the faith quotient of the team
 - Be able to have crucial conversations
 - Must work hard and play hard
 - Be willing to progress as a disciple, teammate, and employee

- **Must Have the Following Character Attributes:**
 - Places a high value on unity (According to Ephesians 4:3)
 - Lives a life above reproach (1 Timothy 3)
 - Models appropriate behavior toward the opposite sex (Ephesians 5:3)
 - Models a life of holiness, purity and integrity (Hebrews 12:14)
 - Has a good grasp of scripture and not given to untested points of view (Colossians 2:8)
 - Devotes themselves to prayer (Colossians 4:2)
 - Has a persevering spirit and soul (James 1:4).
 - Is strong and stable and not given to double-mindedness (James 1:8)
 - Is quick to listen, slow to speak and slow to be angry (James 1:19)
 - Has a calmness of spirit and does not over react (Proverbs 29:20)
 - Displays loyalty to other team members (2 Timothy 4:9-18)
 - Displays a positive attitude (Philippians 4:8)

Essentials Skills, Knowledge and Experience

Applicants will be able to demonstrate evidence of the following fundamental requirements of this position:

- Demonstrated experience in area job description is for
- Demonstrated experience in completing a range of administrative and/or necessary tasks
- A good level of communication and interpersonal skills including the ability to work as a part of a team oriented working environment, and to mobilize others as part of a team culture
- Well-developed computer skills including demonstrated experience in the use of a range of Microsoft Office products (i.e.: Word, Excel, etc.), Google and cloud based applications.
- Demonstrated competence in managing procedures, processes and resources
- Excellent time management skills
- Ability to communicate clearly, responsibly, and effectively to parents, staff, and volunteers.
- Capable of completing tasks with minimal or no supervision
- Strong organizational, administrative, and leadership skills are required

Qualifications

Qualifications include:

- Must pass background check
- Child abuse prevention training
- Bachelors Degree required
- Bachelors Degree in Early Childhood Education preferred
- Ministry involvement required if degree is not in ECE

Time Requirement/s

Full Time (40 Hours)

Required Work Days: Sunday – Thursday

Hours: Set schedule approved by EP for office hours

Approved by:	
Date approved:	
Reviewed:	