



**TITLE:** Family Life (Kids) Ministry Producer

**REPORTS TO:** Family Life Pastor

**RELATES COLLABORATIVELY WITH:** Mill City Staff

**HOURS:** 4 to 5 hours a week (Sunday mornings)

**OBJECTIVE:** To come alongside the Family Life Pastor in order to carry out the work of programs and ministry areas in Family Life on Sunday morning.

### **QUALIFICATIONS:**

- Actively maintain an intimate, personal relationship with Jesus Christ
- Embrace the mission and practices of Mill City Church
- Ability to communicate with diverse groups of people
- Experience working with the public
- A team player with a humble and teachable spirit
- Ability to physically lift 30 pounds and be on their feet for multiple hours
- Proficiency with technology

### **RESPONSIBILITIES**

#### **GENERAL:**

- Pursue God personally and support the Sunday morning team
- Pray for ministry, staff and community of Mill City Church
- Utilize technology and media tools as needed (email, google docs, slack, and Church Community Builder)
- Be the staff presence on the Kid's Floor on Sunday mornings meeting the needs of the team so that the Family Life Pastor can focus on pastoral care

#### **SUNDAY MORNING:**

- Be onsite for any questions that the team might have for the rooms
- Last minute troubleshooting in classrooms and kids floor check-in
- Greet families and show new families to their spaces
- Respond to walkie-talkie requests, send texts to families through CCB
- Availability to sit with students needing co-regulation
- Help organize supplies for classrooms as needed
- Door coverage to welcome families in/out of space, check for stickers to admit families to space
- Assist in breakdown of the kids space and locking up when the service is over.

These responsibilities are a general overview of the job duties and may be changed or added to as the need may arise.