

JOB DESCRIPTION

Job Title: Early Childhood Team Lead, Lebanon Kids

Position reports to: Director, Lebanon Kids

Department: Next Gen

Level: Part time

Date Prepared: 09/2026

Purpose of the Job:

The Early Childhood Team Lead provides leadership, vision, and oversight for all Early Childhood ministries (Birth–6 Years) at the Lebanon campus. This role is responsible for creating safe, engaging, and Christ-centered environments where children can begin building a lifelong relationship with Jesus. This leader develops teams, equips parents, oversees ministry operations, and ensures every child, family, and volunteer experiences a welcoming and life-giving environment that supports Citygate Church's mission of being Loyal to the Future.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Early Childhood Ministry Leadership

- Provide leadership and oversight for all Early Childhood environments, including Birth–6 Years, Check-In, and Crew Kids Care.
- Ensure approved curriculum is delivered with excellence, creativity, and age-appropriate Biblical teaching.
- Continuously evaluate and improve ministry environments, classroom experiences, and ministry systems.
- Develop and implement ministry strategies that support growth, discipleship, and family engagement.
- Track attendance, engagement, and ministry trends to identify opportunities for future development.

Volunteer Recruitment & Development

- Recruit, onboard, develop, and retain high-capacity volunteers and leaders.
- Provide ongoing coaching, training, and support for Early Childhood Crew members and leaders.
- Lead department meetings and leadership development opportunities.
- Empower Crew Leaders to effectively fulfill their responsibilities and lead their teams well.
- Build a healthy volunteer culture centered on ownership, excellence, and servant leadership.

Parent Partnership & Family Care

- Establish strong relationships with families through consistent communication and engagement.
- Equip parents to disciple their children and support spiritual growth at home.
- Provide pastoral care and support to volunteers and families as needed.
- Maintain awareness of family engagement, attendance trends, and care needs.

Ministry Operations & Safety

- Ensure all ministry environments are prepared and Sunday-ready, including lessons, crafts, supplies, room setup, and volunteer assignments.
- Maintain staffing plans and volunteer schedules to support ministry excellence.
- Develop and maintain policies, procedures, and systems that ensure safety, security, and operational effectiveness.
- Oversee ministry budgets and steward resources responsibly.
- Ensure compliance with all church policies and child safety standards.

Weekend Experience Leadership

- Oversee the Early Childhood Sunday experience from preparation through execution.
- Ensure Service Team Leads and Crew Leaders are equipped and prepared for success.
- Cast vision and create excitement for volunteers before services begin.
- Monitor classroom environments and ministry flow throughout the weekend experience.
- Ensure excellent guest experiences for children, parents, and volunteers.

Communication & Collaboration

- Maintain regular communication with the Director, Forest Park Kids regarding ministry wins, challenges, opportunities, and key metrics.
- Collaborate with Family Ministries staff to support church-wide initiatives and events.
- Support special events by ensuring appropriate childcare and Early Childhood ministry coverage.
- Maintain a proactive planning rhythm by staying several months ahead of upcoming ministry opportunities and events.

WHAT SUCCESS LOOKS LIKE

- Children are consistently engaged in safe, fun, and Christ-centered environments.
- Families feel connected, cared for, and equipped to disciple their children.
- Volunteer teams are healthy, growing, and fully staffed.
- Ministry environments operate with excellence, organization, and consistency.
- Attendance and engagement continue to grow.
- Systems and processes support sustainable ministry growth and scalability.

QUALIFICATIONS

- High School Diploma required; Bachelor's Degree preferred.
- 2–3 years of leadership experience in children's ministry, early childhood ministry, education, or a related field preferred.
- Strong leadership, communication, and organizational skills.
- Ability to recruit, develop, and lead volunteer teams.
- Experience working with children and families in a ministry environment.
- Ability to manage multiple projects and priorities simultaneously.
- Proficiency with Microsoft Office, Google Workspace, Planning Center, and Rock RMS preferred.
- Strong problem-solving skills and attention to detail.
- Ability to maintain confidentiality and exercise sound judgment.

PHYSICAL & WORK REQUIREMENTS

- Valid Driver's License.
- Ability to lift up to 10 lbs.
- Ability to move throughout ministry environments and classrooms.
- Availability to work weekends, evenings, and special events as required.

PERSONAL & SPIRITUAL EXPECTATIONS

- Demonstrates a growing and authentic relationship with Jesus Christ
- Lives a life that reflects the Gospel in both personal and ministry settings
- Prioritizes spiritual growth through prayer, Scripture, and personal development
- Models leadership, integrity, and humility in all interactions
- Aligns with and actively supports Citygate Church's:
 - Mission and vision
 - Honor Code
 - Staff Core Values
 - Biblical tithing commitment

Citygate Core Values in our Daily Lives: 8 Gates

- **We Have an Attitude of Honor** — We ascribe value to God through worship in every part of our lives.

- **We Are Christ Centered** — The core of our MORE is unity in Jesus Christ and His greater Kingdom, lived out through the Citygate Honor Code.
- **We Love People** — We know, forgive, and serve our neighbors, laying down our lives to introduce them to eternal life.
- **We Pursue More** — We are mission maniacs and pioneers, not settlers, because More Requires More (Ephesians 3:20).
- **We Are Creative** — Our creative God fills us with awe and wonder and equips us to Take the Limits Off.
- **We Are Generous** — We're never more like God than when we're giving our time, talent, and treasure — contributing, not just consuming.
- **We Thrive** — We don't just survive; we thrive in the Holy Spirit, growing in spiritual maturity under a spiritual covering.
- **We Are Loyal to the Future** — We do things with the future in mind, investing in the next generation as our priority.

Employee Signature: _____

Date:

Printed Name: _____