

Title: Kids Minister
Reports to: Family Minister
FLSA Status: Exempt
Approved By: Rose Rodriguez
Approval Date: January 2026



HOUSTON **NW** CHURCH

POSITION OVERVIEW

The HNW Kids Minister, in collaboration with Houston Northwest Church (HNW) leadership, staff, and parents, is responsible for leading the Kids Ministry Team to create a healthy children's ministry for children ages 3 months to 5th grade. This role would work closely with the HNW Family Minister. By demonstrating a biblical worldview, Christian lifestyle, and mission, this individual will be a leader who is committed to and supports the philosophy and mission of Houston Northwest Church and its leadership team. Furthermore, the Kids Minister, in partnership with the Family Minister and Kids Ministry Team, is responsible for all the ministry's needs of the HNW Kids Ministry.

To be successful in this role, the Kids Minister must uphold the mission, vision, and values of HNW. Our values include cultivating a safe, engaging, and Christ-Centered environment, and partnering with parents to nurture relationships where children learn about God's great love for them, find a place in the Kingdom of God, and grow to become more like Jesus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee all facets of Kids Ministry: Preschool, Elementary, Childcare, and MDO Ministries.
- Manage, support, and develop direct reports within Kids Ministry
- Supervise the Kids Ministry Team ensuring the mission, vision, and values of HNW are upheld.
- Research and provide curriculum for Kids Ministry alongside Family Minister.
- Create, develop, plan, and implement special events in partnership with HNW Family Ministry.
- Manage Kids Ministry budget.
- Oversee weekly service plans for Preschool Ministry and Elementary Ministry with a focus on Elementary Ministry for Sunday mornings.
- Teach biblical truths, lead children to faith, and effectively communicate and partner with parents, equipping them to disciple their children.
- Develop and maintain a Kids Ministry Calendar of all events and activities.
- Recruit, equip, support and train leaders for Kids Ministry, ensuring they understand HNW Kids Ministry vision and policies.

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- Provide and maintain safe environments and spaces for HNW Kids Ministry and communicate and connect with parents and build relationships with HNW families.
- Assume responsibilities of tasks and roles given by the Family Minister as needed to enhance the effectiveness of this position or to support the ministry of Houston Northwest Church. This includes Sunday mornings, special events (VBS, Preschool Ministry events, 5th Grade Midweek, and any HNW Family Events, etc.)
- Ensure with the HNW Kids Ministry Team stewardship of the church property, specifically the Kids Ministry Building.
- Take ownership of their spiritual life. Must recognize the importance of building your personal relationship with Jesus, walking by the Spirit, and knowing the Word of God as critical for fruitful ministry.

REQUIRED QUALIFICATIONS

- Bachelor's degree by an accredited college/university, or equivalent vocational ministry experience preferred.
- 3-5 years of full-time ministry experience leading Kids Ministry.
- Background in child development, education, or ministry with experience working with children in a church setting preferred.
- Devoted Christ-follower with the heart of a minister who can effectively articulate the gospel.
- Strong written and verbal communication. Must be comfortable, confident, and able to effectively communicate with parents.
- Ability to connect and engage with parents in the spiritual formation of children in our HNW Kids Ministry.
- Must be a team player, committed to team unity and swift conflict-resolution, and willing to assist the greater HNW staff as needed.
- Ability to build and develop strong teams.
- Strong time management skills, organization, and attention to detail.
- Proficient use of technology including Microsoft Office, internet, social media, texting, etc., with the ability to adapt to new technology and systems as needed.
- Experience with Community Church Builder and/or Pro Presenter a plus.

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- Models standards and expectations of staff members within HNW including membership and worship attendance at HNW, small group participation, lifestyle of tithing and generosity, and faithfully serving out of your calling and giftedness.
- Proven ability to receive and properly handle highly sensitive and confidential information.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to perform tasks, handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS

The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor. Houston Northwest Church Job Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.