

Name: Julia Parrish

Job Title: Children's Pastor | Harker Heights Location



Department: Ministry

Direct Report: Pastor Lisa Pratt

Required Hours: Part Time

Regional Responsibilities

Curriculum

- Primary responsibility for the development and implementation of impactful, engaging, age-appropriate content for each classroom.
- Execute from the Vintage Kids Message Map.
- Ensure all digital curriculum resources are uploaded to the cloud each week for use in classrooms across the region.
- Responsible for providing print and other tangible curriculum resources to Belton Vintage Kids Director who will ensure all material are printed, prepared, and distributed to each location.

Local Responsibilities

Vintage Kids

- Execute local children's ministry in accordance with the strategic plan.
- Ensuring that all Vintage Kids Spaces are safe, fun, inviting, and life-giving for all kids.
- Responsible for cleanliness and sanitation of all Vintage Kids environments at HH Location.
- Manage inventory and ensure that all classroom supplies are reordered and stocked.
- Responsible for the overall safety and care of all children.
- Responsible for ensuring all classrooms are adequately staffed for services and local events.
- Responsible for growing, leading, and stewarding the Vintage Kids Serve Team
- Follow up with all first-time families, welcoming them and soliciting feedback from their experience.

Childcare:

- Providing sufficient childcare for each childcare request of local events.
- Ensuring childcare worker has completed W9 form and properly background checked.
- Responsible for requesting checks for each childcare worker and ensuring delivery.

Employee's Signature:

Date:

Governing Elder's Signature:

Date: