



Shakopee Early Childhood Director

Position Description

Position Details

Reports to: Lead Kids Director

Hours: Full-Time

Hired by: Lead Kids Director with Affirmation of Leadership Team

Position description updated: August 2026

Position description approved by: Leadership Team

Position Summary Description

The Shakopee Early Childhood Director partners with the Kids Ministry Team to shepherd and support children and families at Friendship Church through child discipleship, volunteer leadership, and family ministry, with primary responsibility for leading Early Childhood Ministry at the Shakopee Campus on Sunday mornings and Tuesday evening Kids Ministry during adult discipleship programs, while also assisting with AWANA and Family Ministry special events.

Character & Faith Qualifications

- Maintain a strong and growing personal relationship with Jesus Christ and be able to articulate that relationship.
- Agree with Friendship Church's Statement of Faith, Mission, and Values.
- Have a desire for spiritual growth, accountability, and corporate worship.
- Care deeply about people (Philippians 2:4)
- Have a desire to protect others (Psalm 82:3-4)
- Ability to lead and stay calm in stressful situations (Proverbs 18:10)
- Keen observation skills (1 Peter 5:8)
- Enjoy working and interacting with people (John 13:35)

Responsibilities & Tasks:

- Cultivate a loving, safe, secure, and engaging ministry environment where young families feel welcomed and children are encouraged to connect, learn, and grow in Christ alongside volunteers and peers.
- Partner with parents by equipping and encouraging them to shepherd their children's spiritual development and by clearly sharing the Kids Ministry vision.
- Recruit, train, nurture, and supervise Kids Ministry volunteers for discipleship programming. Ensuring volunteers are fully prepared before serving through scheduled training sessions, one-on-one coaching, regular encouragement/feedback, background checks, required trainings, and any additional preparation identified by leadership.
- In cooperation with the Kids Ministry team to establish loving, consistent discipline procedures that promote the safety and care of every child.
- Steward Shakopee Early Childhood Ministry resources, including classroom closets, and assist the Kids Ministry team in maintaining shared resource and storage areas.
- Partner with the Lead Kids Director to manage the Kids Ministry budget responsibly.

- Coordinate with other directors to provide childcare for church business meetings and agreed-upon special events.
- Work with the Kids Ministry team to create, organize, and direct family ministry events.
- Work with the Kids Ministry team to organize and direct discipleship programming for nursery through preschool children during special events, including Vacation Bible School.
- Attend weekly Kids Ministry meetings and monthly All Staff and Family Ministry meetings.
- Attend other required meetings, conferences, seminars, classes, or trainings.

Sunday Mornings

- Develop and implement Early Childhood Ministry programming for children from birth through age 5, prior to Kindergarten, in coordination with the Prior Lake Early Childhood Director.
- Ensure all Early Childhood classrooms are prepared for ministry and restored after use.
- Assist with child dedications through preparation, organization, and Sunday morning support.

Adult Discipleship Kids Ministry

- Plan and implement Kids Ministry discipleship programming for children during Tuesday evening adult discipleship ministries.
- Ensure classrooms used for Tuesday evening Kids Ministry are prepared for ministry and restored after use.
- Manage the CORE Kids Ministry budget in partnership with support from the Lead Kids Director.

Wednesday Nights

- Provide nursery care for Wednesday evening ministry and support the Elementary Kids Director as needed.

Personal Requirements

- A devoted follower of the Lord Jesus Christ with regular church attendance.
- Recruitment, equipping, and training skills.
- A servant's heart with an attitude of genuine love for children.
- An understanding of a child's emotional, physical, and spiritual development.
- Leadership, administrative, and organizational skills.
- Two or more years of leadership experience in children's ministry.
- Ability to work effectively in team-based leadership.
- Must be available to work on Sundays, Tuesdays, Wednesdays and major Christian holidays