

Updated: June 26th 2026

Contractor: TBD

This contract is a legal agreement between the above Contactor and HILLCITY CHURCH as of the date listed above.

Position: HILLCITY Kids Director

Responsibilities may include but are not limited to:

- Champion the mission and vision of the church through kids ministry.
- Create a Christ-centered environment where every child feels seen, known, and loved.
- Implement engaging biblical teaching that is creative, relevant, and age-appropriate.
- Plan teaching curriculum for each week's service
- Partner to recruit, train, encourage, and lead a growing team of volunteers.
- Build a healthy volunteer culture centered on excellence, fun, and servant leadership.
- Pray for and spiritually invest in children, families, and volunteers, and HILLCITY.
- Coordinate to set volunteer schedule and create service plan on Planning Center Online
- Communicate with volunteers about expectations and weekly plans
- Arrive on time with enough time for set up (9:30AM - Noon)
- Communicate with Aaron and/or elders of needs in HILLCITY kids
- Find replacement for weeks that you cannot be present to lead (14 days ahead)
- Attend and participate in small group activities and large group events with HILLCITY as much as possible
- Help facilitate summer events + scheduling + planning (like but not VBS specific)
- Seek & apply feedback from staff, volunteers, and leadership
- Interact and represent HILLCITY CHURCH to members of the congregation and new families
- Provide online content for kids/parents on a monthly basis
- Provide minimal (less intense or content driven) kids programming during special services such as Good Friday, Christmas Eve
- Help transition KIDS from program in HILLCITY Youth Program

JOB DESCRIPTION:

We want to teach kids to live and love like Jesus, and lead others to Him. We are seeking a passionate, fun, Kids Ministry Director - with a vision to help lead a thriving ministry where children discover God's love, build authentic faith, and are disciplined in their faith. This leader will create a safe, welcoming, and energetic environment where kids from Pre-K through elementary school are excited to learn about Jesus every week.

The ideal candidate is a relational leader, who loves partnering with families, developing volunteers, and creating engaging, age-appropriate experiences that inspire children to know, love, and follow Jesus.

Pay: Contracted pay rate will be in effect as of now, which herein starts in 2026 and will end on termination of contract. The pay rate for the position will be as follows:

1. \$125/week for leading kids ministry and assisting with tasks as outlined above
2. If Contractor does not assist in any of the above tasks he or she will not be compensated
3. When unable to lead ministry or perform weekly tasks:
 1. Find replacement; inform them that they will receive \$75 for their services. Contractor will receive \$50 for the following:
 1. Finding replacement
 2. Completing above tasks and assigning them to replacement or someone else
4. Each HILLCITY contractor is given up to 4 Sundays paid time off (this includes sick time)
5. Contractor will be paid monthly; unless otherwise agreed upon payment schedule.

Promotion:

HILLCITY CHURCH is committed to creating the best organization it can be. That means promoting and growing people into what suits them best. If a promotion is deemed worthy, Contractor will be presented with a new contract and pay rate at that time.

Reviews: Contractor will have their first review on or around the first week of November. If HILLCITY CHURCH feels the Contractor deserves a raise; it will be proposed to the elders at this time, along with feedback and critique.

Termination: HILLCITY CHURCH has the right to terminate Contractor at will. As well, Contractor has the right to resign their position at HILLCITY with a four weeks written notice.

Severance Pay:

Contractors are required to give four weeks notice of their intent to leave HILLCITY. No severance pay will be given. By signing this document, Contractor agrees to the following terms listed above. This agreement is the entire agreement between the parties with respect to the subject matter hereof and supersedes any previous proposals, both oral and written, negotiations, representations, or other communications between the parties. It may not be released, discharged, or modified except by a written instrument signed by both parties. No terms of this agreement may be changed or waived orally

ARBITRATION AND GOVERNING LAW: Any legal dispute concerning this agreement will be settled by binding arbitration before the American Arbitration Association conducted in the State of Wisconsin. This agreement will govern by the laws of the State of Wisconsin.

To Apply: contact Pastor Aaron Steffen at aaron@hillcityhudson.org

Employee:

(Signature)

(Date)

HILLCITY CHURCH Lead Pastor, Aaron Steffen

(Signature)

ELDER PRESENT:

(signature)

(Date)

HILLCITY Church STAFF COVENANT

All EMPLOYEES/CONTRACTORS/VOLUNTEERS of HILLCITY Church are considered leaders and are looked to as an example. We recognize that, as people, we are far from perfect. With this covenant, our hope is to pursue standards that will help us to become more and more like Jesus.

With God's help, we recognize and commit to the following standards:

1. Character.

- I will demonstrate honesty, integrity and sound judgment with my words and actions. ([James 3:1-12](#))
- I will use my time, and the financial resources given to me, with great care and responsibility. ([Leviticus 19:13](#)), ([Proverbs 20:17](#))
- I will avoid gossip and work together with others to preserve unity in the body of Christ. ([Ephesians 4:29](#)), ([Proverbs 26:20](#))
- I will strive to be a source of encouragement, optimism, and positivity. ([Philippians 4:8](#))

1. Lifestyle.

- I will live a life growing in all aspects of the fruit of the Spirit. ([Galatians 5:22-23](#))
- I will pursue Godly maturity by regularly reading the Bible ([Romans 10:17](#)), praying ([2 Chronicles 7:14](#)), serving and participating in HILLCITY groups, and intentional Christian community. ([Hebrews 10:25](#))
- I will live out biblical standards of sexuality, dating relationships, and marriage. ([Mark 10:6-9](#))
- Should I become romantically involved in a relationship with another staff member or attendee of HILLCITY Church, I will disclose this to my direct supervisor.
- I will safeguard myself from drunkenness, drugs, gambling, pornography, or other addictions. ([Galatian 5:16-21](#))
- I will seek to understand and embody the principles of tithing and generosity as demonstrated by Christ. ([Luke 11:42](#)), ([Malachi 3:10](#))
- I will exemplify a lifestyle, in person and online, that ministers to, and encourages others. ([1 Timothy 4:12](#))

1. Growth.

- I am passionate about the vision and values of HILLCITY and will make HILLCITY my church home. ([Acts 2:42-47](#))
- I take responsibility and ownership of caring for myself spiritually and continuing to grow in my love for Jesus. ([Hebrews 5:12](#))
- If I am struggling with anything mentioned in this covenant, I will seek help, and work toward necessary changes. ([Matthew 18:15-17](#))

EMPLOYEE/CONTRACTOR/VOLUNTEER:

Name: (Please Print)

Signature

Title: Kids Ministry Director

Date: