

Director of Children's Ministry
Bethlehem Baptist Church

DIRECT SUPERVISOR: Senior Pastor

POSITIONS SUPERVISED: Oversees volunteers, intern(s), and potential ministry assistant(s) serving in Children's Ministry and other children's programs

POSITION SUMMARY & OBJECTIVE: The Director of Children's Ministry is a part-time, non-ordained, salaried position (25-28 hours/week). The primary focus will be on birth – 6th grade. Children's ministry will include working with the Associate Pastor of Discipleship & Outreach and Pastor of Students to invest in the equipping of parents/guardians/grandparents to be the primary disciplers of their children. The Director will be responsible for the recruitment, training and development of leaders to serve in children's ministry. The broader scope of the position includes working with the Associate Pastor of Discipleship and Outreach and other ministry staff to define and develop a master plan for reaching and discipling the next generation. As these ministries grow, lay leaders, interns, ministry assistant(s) and, potentially, other staff may be added.

GENERAL DUTIES & RESPONSIBILITIES:

- Build healthy relationships with children, parents/guardians/grandparents and volunteers by maintaining communication via personal contacts, print, social media, church calendar and website
- Work in cooperation with the appropriate persons in selecting, enlisting, scheduling and training of all preschool and children's volunteers in the church program organizations
- Maintain confidentiality
- Participate in worship services as requested by the Senior Pastor
- Be engaged and present at church wide functions and participate in Sunday and Wednesday evening programs of worship and training
- Actively participate in staff meetings and support the ongoing ministries and activities of the congregation
- Periodically, in cooperation with the Senior Pastor and other staff, evaluate the children's ministry and recommend improvements
- Prepare and submit annual budget request to Senior Pastor and Finance Committee for all areas of assigned responsibility by the end of June
- Obtain appropriate approvals from Senior Pastor and other appropriate leaders for new programs
- Be responsible for making visits and other contacts when students, guardians or leaders in the ministry are hospitalized, experience death of an immediate family member, or the birth/adoption of a child -
- Other duties as assigned

SPECIFIC DUTIES & RESPONSIBILITIES:

- Enlist and lead a children's ministry team in determining ministry goals and projects, programming, facility use, financial budgeting and administrative procedures
- Implement and update policies, procedures and children's check-in system
- Serve as a liaison with Senior Pastor, Associate Pastor of Discipleship and Outreach, Pastor of Students, other staff and ministry leaders to ensure that children are integrated into all church ministries as much as possible
- Communicate vision to the church body for shared responsibility for children and family ministry
- Establish, maintain and publicize a calendar of activities for children's ministry programs coordinating with the church calendar

- Plan, promote and direct the religious educational life for preschoolers and children. This includes BBC Kids, Children's Church, Merge, Vacation Bible School, Extended Care, Sunday School, CentriKid camp, new Christian training, and other special events involving children
- Work with Associate Pastor of Discipleship and Outreach and Pastor of Students to plan, promote and provide training opportunities to train and equip parents/guardians/grandparents
- In consultation with the Senior Pastor and Associate Pastor of Discipleship and Outreach, oversee the selection, purchase, distribution and use of all literature and materials for the educational curriculum for preschoolers and children, including Sunday School, Shepherd's Kids, Vacation Bible School, Merge, Children's Worship and any future ministries that may be created for preschool and children's departments
- Serve as the Team Lead in partnership with the Pastor of Students to share in the planning, coordination and leading of ministries and activities for pre-teens (5-6th graders /"Merge") to successfully transition them on the path from children's ministry to student ministry
- Secure resources for Children's Ministry activities as well as special events (such as inflatables, etc.)
- Oversee the purchasing and receiving of general supplies for all preschool and children's educational programming (such as baby wipes, snacks, etc.)
- Coordinate childcare ministry for church wide events such as musicals or other special events
- Update and maintain parental notification system for the nursery and toddlers
- Other duties as assigned

EDUCATION & EXPERIENCE & OTHER REQUIREMENTS:

- Four-year college degree in education or related field preferred, or commensurate experience and/or on-the job training
- Two years minimum experience in leading children's programs and activities in a church context (five years preferred)
- Pursue ongoing additional children's ministry training through conferences, reading, on-line coursework - expense to be covered by the church with approval of supervisor and other appropriate leaders
- Skilled at using social media for ministry and a working knowledge of Microsoft Office, social media (Twitter, Facebook, etc.) and inclination to stay up to date on changing technology. As a staff member, will assist fellow staff members in keeping website up to date

PERSONAL QUALIFICATIONS:

- Evidence of Christian morals and ethics, and spirit of Christian love and fellowship
- Passion for ministry to children and their families to help them know and grow in Christ
- A growing vital relationship with God through Jesus Christ and commitment to continuing education for ministry through such activities as personal study, conferences and in-service training
- Ongoing student of the Bible and Christian witness through personal evangelism
- Proven leadership and management experience
- Inspires confidence
- A heart for children, families, outreach and missions
- Team player
- Excellent organizational skills
- Proven leadership and related management, ministry and administrative experience