

Adopted by the church on March 16 2022

Director of Children's Ministry
Bethlehem Baptist Church

DIRECT SUPERVISOR: Senior Pastor

POSITIONS SUPERVISED: Oversees volunteers serving in Children's Ministry and other children's programs, with the potential of intern(s) & ministry assistant(s) as ministry grows

POSITION SUMMARY & OBJECTIVE: The Director of Children's Ministry is a full-time, salaried position responsible for directing, developing and overseeing Children's Ministry that covers birth – 6th grade (Divided into the Following Departments: Preschool, Children & Merge). The DCM will be responsible to lead in reaching children for Christ and discipling the next generation. The position includes working with the Associate Pastor of Discipleship & Outreach and the Director of Student Ministry to invest in the equipping of parents/guardians/grandparents to be the primary disciplers of their children.

GENERAL DUTIES & RESPONSIBILITIES:

- Build healthy relationships with children, parents/guardians/grandparents and volunteers
- Maintain confidentiality
- Participate in worship services as requested by the Senior Pastor
- Be engaged and present at church wide ministries and activities
- Actively participate in staff meetings
- 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 if they are hospitalized, experience death of an immediate family member, or the birth/adoption of a child
- Other duties as assigned

SPECIFIC DUTIES & RESPONSIBILITIES:

- Responsible for the recruitment, training, development and scheduling of all children's ministry leaders and volunteers (includes BBC Kids, Children's Church, Merge, Vacation Bible School, Extended Care, Sunday School, CentriKid camp, new Christian training, and other special events)
- Maintain good communication with volunteers, parents, guardians via personal contacts, print, social media, church calendar and website
- 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 Pastors, staff and other 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
- Work with Associate Pastor and Director of Student Ministry to plan, promote and provide training opportunities to train and equip parents/guardians/grandparents

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- In consultation with the Senior Pastor and Associate Pastor, oversee the selection, purchase, distribution and use of all literature and materials for the educational curriculum for preschoolers and children, including Sunday School, BBC Kids, Vacation Bible School, Merge, Children's Worship and any future ministries that may be created for children's ministry
- Serve as the Team Lead in partnership with the Director of Student Ministry 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
- Oversee the purchasing and receiving of supplies and resources for all children's ministry activities and programs (includes such things as baby wipes, snacks, etc.)
- Coordinate childcare ministry for church wide events such as musicals, or other special events.
- Other duties as assigned

EDUCATION & EXPERIENCE & OTHER REQUIREMENTS:

- Four-year college degree,(preferably in a related field) and/or commensurate experience and/or on-the job training
- Proven leadership and related management, ministry and administrative experience
- 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
- Adept at using social media and computer programs for ministry is a plus

PERSONAL QUALIFICATIONS:

- Evidence of Christian morals and ethics, and spirit of Christian love and fellowship
- Passion and sense of call 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
- Inspires confidence
- Team player
- Excellent organizational skills