

Children's Ministry Job Description



Job Title: Director of Children's Ministries (birth-6th grade)

Responsible to: Senior Pastor

Classification: Part-time, 30 hours/week

Salary: \$28,080 (\$18/hr) May be negotiable commensurate with exceptional experience and history

Contact: Billy Edwards (billy@brazosmeadows.org)

JOB DESCRIPTION AND QUALIFICATIONS

PURPOSE

The Director of Children's Ministries at Brazos Meadows Baptist Church will build age-appropriate, disciple-making disciples among our children, creating a dynamic, Christ-centered children's ministry that impacts the children and families of Brazos, providing a vision as to how we can better reach the children and families of our community.

REQUIRED QUALIFICATIONS

- ✦ Strong and growing personal commitment to Jesus evidenced by actions, attitudes, and relationships
- ✦ A genuine love for children; able to connect and relate exceptionally well to children and parents
- ✦ Passion for ministry to children and seeing both parents and children grow in their faith
- ✦ Highly relational, personable, with outstanding communication skills
- ✦ Strong leadership, administrative, and organizational skills
- ✦ High work ethic; team player
- ✦ Ability to enable, motivate, empower, and support volunteers and coworkers to effectively carry out the work of the children's ministry
- ✦ Relate well to and maintain motivating relationships with children, parents, teachers, and leaders
- ✦ Possess the ability to use appropriate judgment, discretion, sensitivity, and confidentiality
- ✦ Reliable, trustworthy, self-starter, and excellent at following through on details
- ✦ Must have a strong desire to share the life of Jesus with children and see them become fully devoted followers of Christ

DESCRIPTION OF DUTIES

(we recognize that in a part-time position, ministry is done as time allows)

Be the "face" of the children's ministry to the church

- ✦ Be the advocate, ambassador, and champion to the church on behalf of the children's ministry (birth-6th grade); communicate exceptionally well with parents and church frequently through various mediums – verbal, print, digital, social media, etc.
- ✦ Work with other ministerial and support staff to accomplish church objectives.
- ✦ Work closely with Parent's Day Out program.

Equipping

- ✚ Recruit, equip, encourage, and train potential leaders and volunteers who are willing and enthusiastic to serve Jesus by serving children.
- ✚ Implement appropriate discipline models with all volunteers that are clear and exact (training as often as is necessary). Inform parents of these models so they know the behavior expectations.
- ✚ Oversee a New Christian Class for children who are ready to or have made professions of faith.
- ✚ Understand and teach the spiritual and developmental needs of children, including those with special needs, to volunteers.

Pastor to Parents

- ✚ Pastor families with children, including training, relationship building, and counseling, so as to help families spiritually equip their children.
- ✚ Follow up weekly with visitors, as well as members who have not attended recently. Encourage teachers to do the same.

Administration

- ✚ Follow the children's ministry vision and purpose. Evaluate programs, events, and personnel to achieve the goals of the children's ministry and to ensure theological soundness.
- ✚ Assess, recommend, purchase, or prepare and implement exciting, Bible-based, age-appropriate curriculum for each program and each age level; provide teachers and workers with the tools/supplies needed to effectively teach and lead programs.
- ✚ Oversee scheduling, coordinating, and recruiting of childcare workers for weekly ministries and special events, volunteer or paid. Hire, train, and oversee all paid nursery workers.
- ✚ Prepare the annual preschool and children's ministry budgets; keep the children's ministry portion of website up to date and inviting; make effective use of social media.
- ✚ Coordinate all aspects of children's ministry events such as summer camps, special events, and annual events for kids and their families.
- ✚ Maintain proper safety and security procedures for the children's ministry; including criminal background checks for volunteers and paid workers, training on child abuse and protection, and other procedures to ensure the safety and security of children in this ministry.
- ✚ Manage children's classrooms (coordinating with PDO).

Outreach

- ✚ Be personally involved in BMBC's community outreach, and lead children to do so.
- ✚ Function as our liaison to Castleman Creek Elementary (working alongside Gwen Tenberg), including developing, implementing, and promoting participation in CCE's Buddy Program.

Willingness to follow the leadership of the Holy Spirit

- ✚ Other duties as needed/assigned

CONTINUING ED

- ✚ Attend seminars, workshops, conferences, etc. for personal, professional, and leadership development, and to learn new and innovative ways to reach children and parents