

## **Job Description: Children's Minister**

**Primary Function:** The children's minister is involved in all phases of ministry for children in the areas of *birth through fifth grade*. Responsibilities include overseeing the planning, coordinating, and implementing of these programs for weekly ministries. This position is a full-time, salaried ministerial staff position. The children's minister reports to the pastor.

### **Observable Qualifications:**

- A strong walk with God through a growing relationship with Jesus Christ as evidenced by actions, attitudes, and relationships
- A clear calling from God to minister to children and their families
- A teachable spirit, with a desire to grow in their faith and abilities
- Belief in and support of the doctrinal beliefs of First Baptist Church
- A passion for children and children's ministry, and a desire to understand the current culture as it relates to children
- A team player who is personable and possesses highly effective relational, and communication skills

### **Desired Qualifications (preferred, but not required)**

- Bachelor's Degree
- Seminary student or graduate
- Previous ministry and / or teaching experience
- Previous administrative experience

### **Responsibilities:**

#### Related to Staff:

- Works with the pastor and other staff members in leading the children's ministry and ensures that the vision and goals of the children's ministry are aligned with the vision and goals of the church.
- Works with leaders and volunteers in the children's ministry to organize and implement an ongoing outreach program for children and parents, in conjunction with the church outreach ministry.
- Will coordinate with the Minister of Music to provide leadership, guidance and administrative support to all preschool and children's worship programs.
- Shall attend staff meetings when scheduled by the pastor.

#### Related to the Church:

- Responsible to plan and produce materials (through various mediums) that promote the children's ministry and activities, or ministries associated with it so that the church can be informed of the happenings of the ministry.
- Responsible for safety and security procedures for the children's ministry; this includes screening and training each volunteer who serves in the children's ministry. The cost for volunteer screening should be placed in each year's annual budget.

- Will periodically review church policies and programs with appropriate staff or committee groups and will bring recommendations for needed changes and improvements to the church.

Related to Children's Ministry:

- Will develop and implement growing programs for the Preschool and Children's Ministries to include, but not be limited to: Sunday School, Discipleship, Missions, Children's Worship, Vacation Bible School and special events.
- Will periodically meet with a support team (preschool and children's committees) to discuss upcoming plans, receive feedback, and prayerfully pursue God's plan for the children's ministry.
- Will guide the appropriate committee(s) to ensure that all departments are properly staffed with teachers and/or volunteers.
- Will ensure that all teachers are trained and prepared for effective teaching. This training / equipping should be conducted as needed (i.e., monthly, quarterly, etc.), and should be done annually at minimum. Goals, objectives, policies, etc. should be among the topics of discussion at said training.
- Will develop and oversee curriculum selections in conjunction with appropriate staff for all phases of preschool and children's ministry, and will keep current on all new materials, programs, and educational methods.
- Will prepare and submit an annual budget for the children's ministry to the Stewardship Committee.
- Is encouraged to take part in opportunities for personal and professional development and growth.

Related to Family Ministry:

- Will periodically meet with parents to discuss how the children's ministry can better come alongside parents and help them biblically teach and train their children.

This job description is not intended to state or imply that these are the only duties to be performed by the employee occupying this position. Individuals will be required to follow any other job-related instructions and to perform any other job-related duties as required by their supervisor.

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*I have received a copy of this job description and have read its contents. Should I become employed at First Baptist Church in this position, I agree to adhere to the contents of this job description.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_