

Job Description

DRAFT

First Baptist Church – Golden, CO Director of Children’s Ministry

Proposed: April 14, 2010

- I. Role:** The Director of Children’s Ministry at First Baptist Church will oversee the organization, promotion and coordination of all aspects of the children’s ministry (ages 0-6th grade) to ensure a smoothly operating, safe and effective program in the following areas:
- A. Sunday School – Nursery-Preschool, Primary (K-3), and Junior (grades 4-6);
 - B. Children’s Church – Nursery-Preschool, Primary (K-3), and Junior (grades 4-6);
 - C. Vacation Bible School (VBS)

Many or most of these responsibilities may be delegated to others, empowering them to develop their giftedness and grow as followers of the Lord Jesus Christ.

Directors of other children’s ministries (AWANA, Children’s Choir and Camp) will be directly accountable to the Christian Education Committee (C. E. Com.). The Director of Children’s Ministry will cooperate and coordinate with these Directors.

II. Requirements

A. Character:

1. Alignment with the Church Statement of Faith, Mission, Vision and Values.
2. Demonstrate devotion as a follower of Jesus Christ, with solid and prayerful dependence upon God, and able to share his/her faith in Jesus Christ as Savior.
3. Meet the Biblical qualifications of “Deacon/Deaconess,” listed in 1 Timothy 3.
4. Be a model of moral character and ongoing commitment to Christ, as Lord.
5. Be self-motivated, optimistic and enthusiastic about ministry to children.

B. Competency:

1. Have professional or volunteer experience in church ministry to children, and a working knowledge of childhood development.
2. Preferable to have educational training in Christian Education at a college level or a degree in Education or a related field.
3. Be capable of effective, relevant communication with children, parents, volunteers, congregation and staff.

C. Chemistry:

1. Preferred Spiritual Gifts: Administration, Evangelism, Pastor/Shepherd
2. Talents or abilities desired: Organizational skills and ability to motivate people.
3. Passion for: Influencing and affecting children’s lives and families with the gospel of Christ.

III. Responsibilities

A. Leadership and Vision:

1. Help clarify and communicate the vision for children’s ministries.
2. Set goals and objectives, and identify clear measures of success.

B. Mobilizing, Equipping and Empowering:

1. Prayerfully discover people whose spiritual gifts, passions, personality and experiences would be best suited to work with children.
2. Recruit, train, equip, encourage and retain a team of volunteers, so that they are knowledgeable about expectations, well-equipped to lead and engage children, and committed to the goals of the Children's Ministry.
3. Oversee children's activities so that they are engaging, spiritually enriching, and well-organized, in a welcoming and safe environment.
4. Support and partner with parents in the spiritual formation of their children.

C. Organizing and Administrating:

1. Implement established policies and develop new ministry policies as needed.
2. Lead the team of teachers in the review and selection of curriculum materials and educational tools for each age level of the Children’s Ministry.
3. Prepare and oversee the spending plan (budget) for the Children’s Ministry.
4. Insure that background checks are submitted & on file for all Children’s workers.

D. Overall

1. Be an active presence in the life of the Church, participating in worship as well as other church functions – being available and approachable.
2. Participate in continuing education, conferences and seminar opportunities to maintain an up to date understanding of Children’s Ministry.

IV. Relationships (Accountable to and Responsible for)

- A. Directly accountable to the Senior Pastor and, through him, to the Deacons.
Employment is “at will” and may be terminated by either the employee or the Church at any time, with or without cause.
- B. Work in cooperation with other church staff and actively participate in staff meetings.
- C. Coordinate with the Christian Education Committee in overseeing the various ministries, personnel and programs of Children’s Ministry.
- D. Church membership will coincide with acceptance of employment contract.

V. Remuneration

- A. Approximately 15 hours per week.
- B. Salary will be negotiable, commensurate to the level of education and experience.