

UNIVERSITY HILLS BAPTIST CHURCH

DIRECTOR OF CHILDREN'S MINISTRIES

Job Description

Principle Function

The Director of Children's Ministries is responsible to the church for leading the children's ministry (birth through grade 5) in its mission of helping children grow as part of God's family, through planning, coordinating and evaluating the children's ministry throughout the church.

Characteristics

The Director of Children's Ministries demonstrates a Christian example in his or her life; is well-equipped to understand the spiritual needs of children and their families; is able to interact with children, families, volunteers and staff members with integrity and professionalism.

Duties and Responsibilities:

1. Teaching and Training
 - a. Lead the children's ministry in Christ-centered activities so that children increase in their understanding of and response to the gospel and are enabled as witnesses of their faith.
 - b. Coordinate year-round children's ministry program (birth – fifth grade), including Children's Worship, Bible Drills, Wednesday evening activities, Vacation Bible School, CentriKid by
 - Enlisting and training volunteer ministry leaders;
 - Strategizing/planning with families, volunteers and staff in order to create a cohesive program of scheduled activities;
 - Leading in selection of materials for all children's ministry groups.

2. Parental Advisor
 - a. Contact UHBC families by phone, home and/or hospital visits, email, etc. in order to build a stronger bond between families and UHBC.
 - b. Arrange spiritual training or counseling for families from a Biblical point of view.
 - c. Assist parents with sharing the Christian plan of salvation with their children.

3. Outreach
 - a. Lead in outreach, personally and by mobilizing others, to prospective children and their families to build relationships and share the gospel.
 - b. Coordinate post-event follow-ups for outreach events like Vacation Bible School.

c. Encourage and participate in healthy partnerships with other children's organizations.

4. General Administration

- a. Serve under leadership and direction of the Senior Pastor.
- b. Evaluate programming and develop an annual budget request for the Stewardship Committee.
- c. Adhere to established budget policies and procedures.
- d. Serve as a member of the Ministry Development Team.