

## **Independence Hill Baptist Church**

### **Children's Ministry Director**

**Reporting Relationship:** Direct report of Discipleship and Administration Pastor

**Serves:** Infants through Elementary School (5<sup>th</sup> Grade) Children

**Classification:** Part time – less than 40 hours per week

#### **Job Summary and Purpose:**

The Children's Ministry Director at Independence Hill Baptist Church serves and works with the Children's Ministry Team to ignite a passion to follow Jesus in the lives of children. The Director is responsible for the strategic planning, tactical coordination, and oversight of children's programs and processes as related to Sunday mornings, Wednesday evenings, Vacation Bible School, summer activities/camps, and/or special events.

#### **Competencies and Expectations:**

- A born-again Christian with a genuine sense of God's call to this ministry
- Passion for ministry to children and seeing both parents and children grow in the faith
- Have a working knowledge of child development, including how spirituality develops and how to apply the concepts of discipleship to programming for each age level.
- Growing relationship with Jesus Christ evidenced by action, attitude, and behavior
- Ability to fully embrace the vision, values, and statement of faith of Independence Hill Baptist Church
- Reliable, trustworthy, self-starter, and excellent at following through on details
- Ability to embrace innovation and creativity, while adapting to growth and change
- Ability to use appropriate judgment, discretion, sensitivity, and confidentiality
- Strong interpersonal and organizational skills
- Proven leadership skills utilizing a cooperative, collaborative team leadership style

#### **Essential Job Functions:**

- Develop and/or partner in the development of the annual strategic plan for the Children's Ministry and execute upon that plan within budget
- Strategically plan, develop, coordinate, and administer comprehensive ministry program for children served in the church and surrounding community
- Recruit, equip, and encourage a volunteer team of teachers, welcome desk greeters, and behind-the-scenes coordinators. Develop and empower future lay leaders.
- Oversee preparation of children's programs (especially Sunday morning and Wednesday evening)
  - Support a strong network of volunteers as defined within the discipleship program (e.g. scheduling, curriculum, regular communication)
  - ⊖ Update and review attendance rosters (manual and/or check-in software), identify trends and follow-through on necessary actions.
  - Stock supplies and ensure space needs are met.
- Oversee all processes when conducting children's programs (especially Sunday morning and Wednesday evening)
  - Support volunteer needs by providing resources and supplies

- o Oversee children's check-in, safety, and security processes
- o Effectively problem solve issues that arise unexpectedly
- Communicate with new parents and first-time visitors for assimilation and service
- Establish and maintain strong relationships with children, parents and volunteers
- Offer opportunities to encourage and equip parents in their roles as spiritual leaders of their homes.
- Demonstrate Christ-like compassion, spontaneously pray with people, and navigate people to helpful resources (e.g. deacon, pastoral care, financial benevolence, or professional assistance in community)
- Participate in staff meetings and retreats as necessary
- Partner with other staff on strategic efforts, then apply to ministry for children and their parents in order to meet church-wide goals

**Qualifications:**

- Strong Christian values with exhibited commitment to a relationship with Christ
- Have a passion for the spiritual development of our children
- Have a degree in Christian Education and/or 3-5 years of experience in children's ministry

**Employment Contingencies:**

- Completion of a successful background check and credit check
- Willingness to obtain and maintain First Aid/CPR certification