

**Second Baptist Church**  
**Job Description for Associate Pastor to Children and Families**

Primary Responsibility: To build, plan, implement, and evaluate the Children's and Families' Ministry Program at Second Baptist Church.

Duties:

1. Provide pastoral care to the children and families of Second Baptist Church
  - a. Actively engage in the lives of children and families, including hospital visitation and limited counseling, as needed
  - b. Provide parent education and supportive programming as needed
    1. Examples: parenting skills, child development basics, children's spiritual formation, single parents' group, **moms'** support group, divorce support, etc.
  - c. Provide outreach to families with children who visit Second Baptist Church
2. Plan and facilitate children's discipleship and worship
  - a. Coordinate and implement programming for children from birth through 5th grade.
    2. Evaluate and select curriculum
    3. Plan and implement outreach program for inactive children and recruit new children
    4. Plan and facilitate special emphasis such as Promotion Sunday
  - b. Plan and implement midweek Children's Programming
  - c. Plan and promote children's involvement in worship and the liturgical season
3. Plan and facilitate special events
  - a. Plan presentation of Bibles to 1<sup>st</sup> and 5<sup>th</sup> grade and family dedications in worship
  - b. Provide regular Kids' Night Out opportunities for children and their families
  - c. Plan and implement Summer Programming (2B Leaders, VBS, Children's Camp, etc.)
  - d. Plan and implement seasonal parties and social events for children
4. Supervise volunteer worship leaders and employed childcare workers
  - a. Interview and hire childcare supervisors and workers as needed
  - b. Recruit and train all volunteer and employed childcare workers
  - c. Coordinate the dates and times childcare is needed to ensure coverage
  - d. Recruit and train worship leaders/teachers Children's Time and Sunday Discipleship Classes
  - e. Maintain training records for employees and volunteers and ensure background checks are conducted annually
  - f. Review and revise policies and procedures annually
5. Interface with the overall ministry of the church
  - a. Serve on the Pastoral Team and cover pastoral functions as assigned
  - b. Coordinate and Serve on the Children's Ministry Advisory Team
  - c. Administer children's budget
  - d. Lead in worship and mid-week programming, as needed
  - e. Perform other duties as assigned

Qualifications:

5. 4-year college degree in related field, master's degree preferred
6. Background and work experience in children's ministry or child development and education
7. Seminary education is preferred
8. Supervisory experience in a children's educational setting preferred
9. Demonstrated organizational, time management, and communication skills
10. Team-oriented and highly collaborative leadership style

The Associate Pastor for Children and Families will report to the Senior Pastor. The salary for this position will be commensurate with the applicant's education and experience.

Inquiries and resumes should be sent to: [apsearch@secondb.org](mailto:apsearch@secondb.org)