

CHILDREN'S MINISTRY DIRECTOR

Purpose:

The purpose of this position is to maximize and expand current and future Children's Ministry opportunities at Family Bible Church. The Children's Ministry Director is to oversee, develop, and coordinate ministry for all children infants through 6th grade with the goal of leading them toward becoming fully devoted followers of Jesus Christ

Qualifications:

- A. Evidences a stable, mature personal relationship with Jesus Christ;
- B. Demonstrates spiritual gifting, talents, and disciplines relevant to children's ministry;
- C. A member in good standing of a local church and will become a member of F.B.C.;
- D. Loves children and desires to teach and mentor children with patience and an accepting heart;
- E. Relates and communicates well with parents;
- F. Has minimum of five year's prior local church children's ministry experience affirming suitability for this ministry position;
- G. Minimum education – Bachelor's degree in children's ministry, Christian education, or associated field;
- H. Prefer Master's degree in children's ministry, Christian education, or associated field;
- I. Demonstrates adequate Bible education to find or develop effective, engaging and exciting doctrinally sound curriculums and activities for children's ministry;
- J. Possesses proven ability as a team player to work well with pastoral staff, Elders, ministry staff, and ministry leaders;
- K. Has proven ability to recruit, train, and supervise volunteers for children's ministry;
- L. Competent and confident public speaking and private communication skills;
- M. Competent in current technologies (ex. Computer software, social media, and audio/visual) as it applies to Children's ministry;
- N. Understands and maintains moral and spiritual qualifications as expressed in 1 Timothy 3:1-12; 2 Timothy 2:14-15; Titus 1:5-9; and Acts 20:28;
- O. Regularly pursues professional development in children's ministry through reading, classes and/or seminars focusing on children's ministry.

Areas of Responsibility:

- A. ***Administrative Responsibilities and Function***
 - a. This person will be:
 - A member of the Pastoral team, responsible to the Elder Board and directly reporting to the Lead Pastor.
 - A team player while possessing dynamic leadership skills.
 - An effective verbal and written communicator, both in public and private.
 - Accountable to the overall mission and vision of Family Bible Church to "Make Disciples."
 - b. Regularly communicate with children's families, staff, elder board, and congregation concerning ongoing ministry development and needs through all available communication platforms (social media, bulletin, website, internet resources, etc.)
 - c. Have sufficient experience and knowledge to review, create, implement, and regulate policies to assure the safety of all involved in F.B.C. Children's Ministries
 - d. Proficient with technology
 - Proficient in Microsoft Office

- Oversee use, purchase, upkeep, and installation of Audio/Visual for Children's Ministry including software and equipment
- Proficient with Social Media (Facebook, Twitter, etc.) with the ability to learn church-based communication software (Planning Center)
- e. Office hours will be coordinated with and approved by the Lead Pastor
- f. Be self-disciplined and reliable in the execution of ministry responsibilities
- g. Oversee the entire Children's Ministry Budget process
- h. Oversee the Children's Ministry as an exempt employee of Family Bible Church

B. *Ministry Execution*

- a. Ensures that paid and volunteer staff are:
 - hired or recruited in a manner consistent with Family Bible Church's interview/selection process.
 - trained in accountability standards and youth protection policies.
 - equipped to promote Children's Ministry values within the ministry setting.
 - trained and equipped in curriculum, youth development, discipleship, safety, and equipment use.
- b. Provided leadership for Children's Ministry by:
 - facilitating a strategic planning process.
 - ensuring effective communication to staff, leaders, and parents.
 - overseeing event implementation.
 - performing a comprehensive evaluation to provide feedback on the relative value of each event.
 - assuring the proper maintenance of Children's Ministry facilities, equipment, and supplies.
 - developing a creative, engaging, and safe environment for kids.

C. *Ministry Development*

- a. Serves as a key contributor to the strategic development of Children's Ministry programs, events, and initiatives for the entire ministry season
- b. Develop or assure the implementation of a cohesive and coordinated year-long education plan for Children's Ministry in coordination with Children's Ministry staff, volunteers, and other ministry leaders (i.e. AWANA commander, nursery coordinator, MOPS, and Women's Ministry nursery)
- c. Ensure curriculum that supports and maximizes the doctrine and mission of Family Bible Church – "Make Disciples"
- d. Develop Sunday morning schedules for Sunday School in coordination with Children's Ministry teachers and staff
- e. Ensure safety procedures within Children's Ministry areas
- f. Develop and implement an evaluation and assessment process for students at Family Bible Church that supports the church's mission to "Make Disciples"
- g. Develop and implement opportunities for outreach in our community through church based activities (i.e. Summer VBS, seasonal events, etc.)
- h. Develop a transition plan, in coordination with Youth Pastor, for students transitioning from Children's Ministry to Youth Ministry