

DIRECTOR OF CHILDREN'S MINISTRIES

Job Description

Purpose: To serve as a staff member within a vibrant congregation, working with a committed staff and gifted lay leadership in order to nurture children, from birth through 5th grade and their families, in the love and grace of Jesus Christ.

Duties and Responsibilities:

1. Recruit, train and coordinate workers for Children's Ministry (CM) classes and events, worship services and Intentional Love's programs. Works cooperatively with all staff and volunteers.
2. Provide a warm, friendly and learning environment for children and families.
3. Uses appropriate child development knowledge to best meet the needs of Intentional Love's children in curriculum selection, child discipline, classroom grouping, etc.
4. Communicates the needs of the children's program to other staff and church leaders as appropriate. Organizes, sets-up and stocks classrooms with necessary supplies.
5. Coordinates sanitation and safety protocols for CM.
6. Visits classes, for the purpose, of evaluation and teacher support, in order, to address any issues or emergencies that arise.
7. Teaches classes as needed.
8. Coordinates and provides leadership in developing and implementing a young family outreach ministry focused on children activities.
9. Assists Elders in visiting young church families involved in CM as requested; to consult with parents regarding an issue with their child; and to refer to certified counselors as appropriate.
10. Attends CM Team meetings, Elder meetings as requested, and attend monthly Session meetings.
11. Participates in the CM Team annual budget estimating process.
12. Coordinates childcare for Intentional Love services and events.
13. Participates in the life and worship of the Congregation.
14. Performs other duties as assigned by the Elders that contribute to the administration and life of the Church.

Accountability:

1. Supervision – Assigned Elder
2. Program Support – Elder Team
3. Annual Performance Review – Assigned Elder

Personal Qualifications:

1. Active and growing personal relationship with Jesus Christ, evidenced by action, attitude and behavior.
2. Energetic, warm and able to share the love of Jesus to children and their families.
3. Is comfortable with visiting church families involved in the CM.
4. Able to balance work and family.
5. Physically capable of sustained activity.
6. Effective communication skills (written, verbal and interpersonal).

Professional Qualifications:

1. Knowledge and experience in Biblical interpretation, child development (and faith development) and religious educational theory and practice.
2. Demonstrated ability to understand and relate to children and their families and a passion to see families grow in their faith together.
3. Maintains confidentiality as appropriate and accountable with church resources.
4. Seeks opportunities to grow professionally.
5. Desire to understand and support the mission of Intentional Love Baptist Church and Southern Baptist Convention Statement of Faith 2000.

Work Schedule: Part time (Flex time allowed, consistent with assigned duties)

Experience: B.A.; Church, Christian Ed., children ministries, experience preferred.

Selected candidate and family (if married) will need to join the church and be active in church functions, if not already members.