

Director of Children's Ministries Job Description

The Director of Children's Ministry reports to the Pastor of Administration (or designee) and implements the vision of the elders and church. The director encourages children and their families in worship, nurturing others and evangelizing the lost to make disciples and to equip the saints for the work of the ministry. To accomplish these tasks, the director of children gives priority to the study of God's Word and prayer.

General Responsibilities

1. Encourages, nurtures, and equips families in their commitment to raise a next generation of believers.
2. Provides an annual budget request for children's ministry activities to the Pastor of Worship and College.
3. Develops and implements a personal growth plan with guidance and accountability from the Pastor of Administration (or designee) in order to keep a close watch over their life, family, and teaching. (1 Timothy 4:16)

Children

1. Oversees the work of teachers in preschool and children's programming.
2. Trains and mentors teachers and childcare workers in educational practice and spiritual growth using regular meetings and other training approaches.
3. Administers a Children's Leadership Team that collaboratively carries out children's ministry.
4. In coordination with the Pastor of Administration and Pastor of Worship and College, plans a calendar of events for students and families that support the mission of the church.
5. Coordinates with the Pastor of Administration, appropriate committees and children's leadership, the purchase of any necessary equipment and supplies to operate the children's ministries.
6. Encourages the Nursery Committee to recruit, train, organize, and supervise preschool workers.
7. Assists the Pastor of Administration in providing leadership for the preschool and children's programming by implementing a curriculum that is developmentally appropriate and Biblically based.
8. In conjunction with the nursery committee, oversees the operation of the nursery during church hours and special events.
9. Administers Vacation Bible School, Children's Camp, Mother's Day recognition, and other summer ministry opportunities.
10. Acts as liaison between the ministerial staff and the families of the church to inform of births, identify family needs and make healthy school transitions.
11. Seeks personal acquaintance with children and parents, making appropriate follow-up contacts and visits.

Other

1. Presents monthly ministry updates to the Pastor of Worship and College and yearly updates to the Elders.
2. Supplies articles on a periodic basis for use in Rich Pond Baptist Church publications related to the ministries of the church.
3. Serves as a teacher, speaker, facilitator or leader when necessary.
4. Participates in community groups to encourage Bible study, prayer, life application, caring for others, and making new disciples.
5. Performs all other duties as assigned by the Pastor of Administration (or designee).