

JOB DESCRIPTION
FIRST BAPTIST CHURCH
CHARLESTON, MO
CHILDREN'S MINISTER

REPORTING

This position reports to the Pastor. In absence of the Pastor will report to the Chairman of the Deacons.

POSITION CLASSIFICATION & SUMMARY

This Part-time position plans, coordinates, and directs a comprehensive ministry program for children (Nursery through grade 6) of the church.

Nature & Scope

Overall:

1. Pray regularly for each member of your staff and each child in your ministry.
2. Participate in personal devotion and scripture reading.
3. Provide oversight and planning for the children's ministries at First Baptist.
4. Plan and coordinate a regular training program for all Children's Ministry volunteers and staff.
5. Oversee the purchase, distribution, use and storage of all equipment and supplies for Children's programs.
6. Give practical tips for solving problems.
7. Participate in the visitation and outreach program to prospective members, potential leaders, hospital and crises visitation as it relates to the children's ministries.
8. Lead in planning a Children's staff and volunteer get-together at least twice per year in order to build a sense of teamwork among all team members.
9. Express appreciation to the Children's staff and volunteers, including an end of-the-year event.
10. Communicate with church leaders and the congregation regarding the purpose, value, and procedures of Children's Ministry.
11. Assist the Pastor and other staff ministers in overall objectives in fulfilling the vision and purpose of First Baptist Church.
12. Attend weekly staff meetings and other training events for continued growth and advancement.
13. Perform other duties assigned by the Pastor. In the absence of a Pastor, Chairman of the Deacons.

Children's Ministry Specific:

1. Recruit leaders and teachers for all children's ministry positions. Counsel and coordinate with the Nominating Committee to fill children ministry positions.

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2. Communicate and lead all volunteers to complete the Safe Church policies and procedures for children and youth ministry, regularly evaluate its use and take necessary steps to put the policy into practice.
3. Coordinate regular planning meetings for team members that include teacher training and opportunities for spiritual growth.
4. Observe, evaluate, and affirm leaders and teachers to help them understand their strengths and to encourage them in areas where improvement is possible.
5. Coordinate the purchase of all children's curriculum and spiritual growth plan for the children's ministry.
6. Work with Music Ministry to conduct a Children's Christmas program.

Skills and Attributes Preferred

1. A personal relationship with Jesus Christ.
2. Agreement with the Southern Baptist Faith and Message 2000.
3. Excellent verbal and written communication skills.
4. Prefer a minimum of two (2) years' experience.
5. Bachelor's degree at an accredited Bible College or Seminary is preferred. (Candidate may complete this upon hire.)
6. Basic office computer skills.
7. Self-motivated individual who relates well with all age groups.
8. Must meet the requirements of Overseers and Deacons outlined in 1 Timothy 3:3-13.