

Trinity Baptist Church

Children's Ministry Director Job Description

PURPOSE

The role of the Children's Ministry Director is to provide leadership, development, and direction for the Children's Ministry leaders and workers as it pertains to the vision, mission, and strategy of all environments of Trinity Baptist Church. The Children's Ministry Director provides direct oversight to all Children's Ministries (birth – 5th grade).

QUALIFICATIONS and EXPECTATIONS

- Have a personal relationship with Jesus Christ, evidenced by action, attitude, and behavior. Maintain personal spiritual development through Bible reading, prayer, and daily walk with God.
- Become a member of Trinity Baptist Church and fully embrace the mission, vision, and values of the church.
- Have a passion for children's ministry and to see families grow in their faith together.
- Preferably have an educational background in Christian Ministries, Biblical Studies, or a related field.
- Be reliable, take initiative, self-motivated. Give attention to details and strive for excellence.
- Use appropriate judgment in the areas of discretion, sensitivity, and confidentiality.
- Have a cooperative, healthy, and motivating relationship with supervisors, co-workers, and volunteers.
- Competency with basic computer software (Word, Excel) and the capacity to learn new software.

JOB DUTIES

Include but not limited to:

- Provide vision, strategy, and development for all Children's Ministries (birth – 5th grade)
- Provide leadership, direction, training, and oversight for all Children's Ministry leaders, workers, volunteers
- Provide leadership and oversight for all Children's Ministries that include: Children's Sunday School, Vacation Bible School, Wednesday Night Ministries, Sunday Morning Children's Church, Special Events, Children's Camp.
- Work with Education Committee to review, purchase, and oversee all curriculums for Children's Ministries.
- Recruit, train, pray for, and involve new Children's Ministry volunteers.
- Create and effectively manage Children's Ministry budget with direction from Senior Pastor and/or Finance Committee.
- Develop and maintain, safe, clean, aesthetic childhood learning environments.
- Communicate consistently with parents as well as provide tools they need for spiritual leadership.
- Encourage and equip parents to develop a biblical worldview in their children.
- Promote Scripture memorizing, prayer, and personal Bible reading
- Provide opportunities for ministry leadership, outreach to the community, and connection to the mission field.
- Oversee Children's Ministry section of the church website.
- Participate in workshops, seminars, and conferences as needed.
- Work closely with the Youth Minister to assure smooth transition of students to youth ministry.
- Develop and maintain safety and security systems for children.
 - Background checks for all workers.
 - Recommend facility improvements to ensure safety.
 - Create and enforce necessary rules for safety and security. (such as check-in/check-out system)
 - Collect information on children with food allergies.
- Other duties as assigned by Senior Pastor.

RELATIONSHIPS

- Responsible to and works under the supervision of the Senior Pastor.
- Supervises and directs all Children's Ministry volunteers (birth – 5th grade).
- Supports and works with all ministries of the church.