

# **Children's Director**

## **First Baptist Church Swannanoa**

**Scope:** The Children's Director is to honor God; to serve the children and their families; to encourage, inspire, and nurture the children and their families in the love of Jesus; and to share the Good News of Jesus Christ. The Children's Director is to focus on seeing children accept Christ, be baptized, and be disciplined. They are to oversee the education and discipleship of the children of the church. This is a 15 hour part-time position.

**Supervisions:** The Senior Pastor will supervise the Children's Director.

**Qualifications:**

1. Must have a vital personal relationship with the Lord Jesus Christ, with strong Christian spiritual and moral character.
2. Must be called of the Holy Spirit at this time in their life to serve as a Children's Director.
3. Must be able to submit to the spiritual authority of the Senior Pastor.
4. Must have the ability to plan, organize, direct, and control the children's ministry of a dynamic and growing church.
5. Must be willing to establish performance measurements and be accountable for expected results.
6. Must be actively participating in personal evangelism, willing to assume responsibility for encouraging and leading converts to follow through in believer's baptism and church membership.
7. Must be capable of administering church policies and procedures.
8. Formal education of at least a high school diploma.

**Responsibilities:**

### **Summary:**

**Administrate the overall ministry of the children of FBC Swannanoa.**

### ***Administration***

1. Scheduling/Staffing – Recruit, schedule, coordinate, train, and oversee volunteers and paid workers for Sunday mornings and any special events.
2. Finance – Manage the budget of the Children's ministry along with purchasing supplies needed to equip the ministry (i.e. teaching resources, curriculum etc.)
3. Communication –
  - a. Support scheduled volunteers with reminders for their regularly scheduled times via Planning Center or other methods.
  - b. Educate and inform families and the congregation about children's ministry through regular church newsletters, electronic media, social media, and any other means necessary.
4. Safety -
  - a. Building – Ensure the safety and cleanliness of the church facilities that the children and others are using.
  - b. Ensure that background checks have been completed on all workers prior to their participation in any children's ministry activity.
5. Staff –
  - a. Attend weekly staff meetings as available

- b. Work cooperatively with all staff to enhance the ministry of the church.
  - c. Have a monthly meeting with the Senior Pastor
6. Willing to learn Elexio and other computer related programs for the ministry

***Ministry***

1. Greet regular attendees and guests to our church and children's ministry. Ensure that children and families are directed to the appropriate class.
2. Encourage and motivate volunteers, children, and parents through any and all communication methods.
3. Work with the Children's Ministry Team to implement the overall ministry.

***Training/Development***

1. Recruit, train, and motivate volunteers for leadership.
2. Provide support and mentoring for volunteers and leadership.
3. Review and select curriculum materials and educational tools and resources for the children's ministry program of the church.
4. Collect and distribute to teachers and volunteers suggestions for lessons, activities, and resources.
5. Be aggressive in seeking training opportunities for the volunteers in the ministry.

- Be willing and available to take on any task assigned by the Senior Pastor.