

Emmanuel Baptist Church

Job Description

Position: Children's Ministry Director

Full/Part Time: Full Time (40 hours)

Requirements:

1. A mature relationship with Jesus as Savior and Lord
2. Regular practice of spiritual disciplines
3. One who exhibits the fruit of the Spirit,
4. Strong relationship skills and Team building skills
5. A person of integrity who has a good reputation with those inside and outside of the church
6. Bachelor's Degree in Children's & Family Ministry or equivalent
7. Must be in agreement with Emmanuel Baptist Church's doctrinal statement
8. 3-5 years of children's ministry experience
9. The ability to go up and down steps
10. The ability to be down on the floor with children
11. High Energy
12. Commitment to working Sundays and a mid week evening
13. Commitment to one week of Vacation Bible School in the summer
14. Working knowledge of computer applications including Word and Excel
15. The ability to learn, implement and maintain Planning Center information.

Responsibilities:

1. Plan and execute the vision of Emmanuel's e Kids' ministry through strategic planning, implementation and alignment of the overall ministry.
 - a. Loving God
 - b. Building Community
 - c. Making Disciples
2. Provide general oversight and direction for the children's ministries for age's birth through grade 6.
3. Regularly attend staff meetings and be prepared to report on activities.
4. Develop and maintain a ministry budget.
5. Purchase and organize curriculum, equipment, supplies, snacks, and gifts within a given budget.
6. Review curriculums for effectiveness and consistent Gospel message.
7. Recruit and train volunteers as needed for Sunday programs, mid week programs (such as Awana) and Vacation Bible School.
8. Plan and create volunteer schedules, ensuring rooms/ministries are staffed.

9. Be on site for Sunday School for 2 services on Sunday mornings.
10. Teach classes as needed
11. Lead Vacation Bible School for one week in the summer
12. Effectively communicate the Children's Ministry to children, parents, and the congregation through personal contact, newsletters, bulletin inserts and PowerPoint, etc.
13. Encourage and equip parents to disciple their children.
14. Plan and carry out other children's functions: concerts, performances, movie nights, etc.
15. Conduct regular evaluations of the ministry by soliciting opinions of leaders and participants.
16. Maintain a safe place for children's ministry that reflects excellence in presentation and safety for children. This includes appropriate policies for worker/child relations and applicable safety procedures for procuring kids workers
17. Ensure the Children's Ministry areas are clean, safe, and inviting in cooperation with the Facilities Manager
18. Management of children's check-in and check-out procedures
19. Create and enforce a Children's Ministry Policy which includes securing background checks for **all church** volunteers
20. Faithful participation in Emmanuel's community and church events when possible.

Reports To:

Associate Pastor

Human Resources: Time Sheets, Vacation requests and HR Concerns

Created on August 23, 2019

Salary - \$ 35,000.00 - \$ 40,000.00 plus benefits