

Director of Children's Ministries

Position Description

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| Position Title: | Director of Children's Ministries |
| Classification: | Part-time |
| FLSA Status: | Non-exempt |
| Reports To: | Associate Pastor for Discipleship |
| Adopted: | |
| Revised: | June 7, 2021 |

Summary:

The Director of Children's Ministries is responsible for giving direction to the overall Children's Ministry of Tabernacle Baptist Church by planning a balanced program of religious training through age-appropriate education and experiences.

Qualifications:

1. A Bachelor's degree in a related field is required (early childhood education is preferred). Special training in ministry, education, or child development is preferred.
2. Experience: 3 years of relevant children's ministry experience is preferred. The candidate must exhibit a vibrant and mature Christian faith. Must have excellent communication skills, a good knowledge of organizational behavior, and visionary planning abilities. Demonstrates an aptitude for collaborating with other staff and volunteers, self-disciplined pursuit for achieving goals, high sense of personal and professional achievement. Must comply with the background check requirements as outlined with BFTS and Tabernacle Baptist Church.
3. Tabernacle Baptist Church membership is expected if selected for the position.

Authority:

1. The Director shall have the full authority and responsibility to carry out the duties of this position in coordination with the support of the Children's Ministry Council of Tabernacle Baptist Church.

Duties/Responsibilities:

1. Provide support to the Associate Pastor of Discipleship with children's (birth-5th grade) programs and ministries including Sunday School/Bible Study/Discipleship/Mission

Education, Vacation Bible School, camps and retreats, social functions, worship opportunities, missional tasks, etc. through cooperation with the Children's Ministry Council in preparation for the children to have a meaningful transition into the student ministry.

2. Work with Associate Pastor of Discipleship and Children's Ministry Council to develop and implement children ministries that supports the mission and vision of Tabernacle Baptist Church.
3. Provide counsel to and activities for family-based discipleship designed to enhance Christian family living by assisting parents with the unique needs of children (birth-5th grade).
4. Implement sound principles of children's ministry, including discipleship, and recommend developmentally appropriate curriculum and resource materials to all children's ministry programs in consultation with the Discipleship Area Ministry Council and Associate Pastor for Discipleship.
5. Lead in the recruitment and training of adult volunteers to plan and support Children's Ministry programs and activities.
6. Coordinate with the Weekday Preschool Director in the alignment of religious education goals for preschool children and in outreach to WDPS families.
7. Develop and administer policies related to children's ministry and ensure current Child Protection Policy (adopted 1/22/2017) is followed before placing workers, leaders, and volunteers in service.
8. Oversee budget expenditures for the Children's Ministry and lead the Children's Ministry Council in submitting annual budget requests to the Finance Committee.
9. Supervise other staff members as assigned.
10. Serve as a member of the Ministerial Team and perform ministry and other duties as assigned by the Senior Pastor or, at his/her directive and the Associate Pastor for Discipleship.