

DIRECTOR OF CHILDREN'S MINISTRY

Principle Function: To oversee the children's ministry (birth through 5th grade) of Forest Baptist Church (FBC) with special emphasis on shepherding children and equipping families for lifelong faith in and obedience to Christ.

Reports To: Associate Pastor

Position Type: Full-Time

GENERAL REQUIREMENTS

The FBC Director of Children's Ministry must possess:

- a clear testimony of faith in Jesus Christ and fruitful life of yielded obedience to Him
- (if applicable) a spouse who is fully supportive of ministry work
- evidence of the necessary spiritual gifts relevant to children's ministry service
- a personal sense of calling from God and commitment to children's and family ministry
- a commitment to staff teamwork and cooperation
- (*Preferred*) education specific to or specialized in ministry/biblical training
- a love and special concern for young people, their families, and lay leaders
- an undying passion for fulfilling the Great Commission through missions

GENERAL RESPONSIBILITY

The Director of Children's Ministry will be a full-time position responsible to the church under the direct supervision of the Associate Pastor to oversee the Children's Ministry (birth through 5th grade) program at FBC. This includes administering, developing, and implementing that which will meet the spiritual, social, and emotional needs of children and families for the glory of God. The ministry is to prayerfully and actively call and lead young people towards trusting Christ, being baptized, and becoming lifelong disciples in accordance with the overall vision of FBC.

SPECIFIC RESPONSIBILITIES

The Director of Children's Ministry will be responsible for the key ministries of our children's department:

1. Related to Overall Children's Department

- Insure that quality childcare (nursery/preschool) and classes (children) are provided for all services
- Oversee the children's ministry programs and activities (i.e. Word of Life, special events, budget, etc.)
- Serve as the Children's Sunday School Director – helping with classes, curriculum, and resources
- Intentional contact and follow-up with visitors and families of children
- Evaluate and insure the upkeep of facilities related to children: cribs, swings, playground equipment, etc.
- Work with leaders in planning and executing regular events and outreach (i.e. special events, VBS)
- Evaluate the current needs of our children's ministry and provide a clear vision for its future

2. Related to Volunteers

- Actively recruit and enlist members to regularly serve in children's ministry areas (nursery, Sunday School, Word of Life, etc.)
- Insure proper screening of (i.e. complete background checks) for all volunteers.
- Provide child protection and safety training for all volunteers
- Coordinate efforts with nursery and preschool room coordinators to provide safe childcare
- Equip and encourage all volunteers and leaders on a regular basis for effective ministry

3. Related to Special Events

- Organize and oversee community outreach events (such as Fall Festival, Easter Eggstravaganza, VBS)
- Enlist and equip special event volunteers
- Develop ideas for additional family-specific outreach efforts and events

4. Related to Parents

- Build meaningful, intentional relationships with parents
- Seek to supplement and complement family discipleship efforts, understanding the principal nature of the home as God's primary means of raising the next generation of disciples
- Communicate frequently and thoroughly with parents about any issues related to their child(ren)

5. Related to Church Staff & Elders

- Attend and participate in weekly staff meetings
- Coordinate with the church staff and elders about scheduling events
- Assist the Associate Pastor and Teaching-Pastor in other areas as needed, most notably with weekly services and ongoing ministry (including announcements, prayer, preaching, visitation, and counseling)

6. Related to the Congregation

- Promote and cast the vision for the Children's Ministry to the church at large
- Develop a comprehensive children's ministry manual with up-to-date policies and procedures

DIRECTOR OF CHILDREN'S MINISTRY CHURCH COVENANT

The following is the covenant of agreement between _____ and Forest Baptist Church for the position of Director of Children's Ministry. This covenant should not be considered as a contract and is subject to periodic review and revision.

The Director of Children's Ministry Expectations of His Church

1. Trust in him/her as a person of integrity dedicated to the work of ministry.
2. Consulting about issues or concerns related to his/her ministry.
3. Concern for him/her and his/her family through regular prayer and compensation as well as an annual evaluation and review of compensation and covenant.
4. To confer with him/her about any accusation made against him/her.
5. To provide resources necessary to fulfill the ministry.

The Church's Expectations of the Director of Children's Ministry

1. Equipping children to reach their fullest potential as mature disciples.
2. Seek to develop deep, meaningful relationships with children's leaders, the children themselves, parents, and church staff.
3. Commitment to the position as ministry, realizing the challenges and obstacles that often come with ministry work.
4. Loyalty to Baptist beliefs as summarized by our church Declaration of Faith as well as a commitment to the policies and procedures set forth in the Church Constitution, Personnel Manual, and this covenant.
5. Consultation and referral with the Associate Pastor or Pastor-Teacher regarding any matters of counseling.
6. Regular attendance, giving, and participation in the services, programs of overall ministries of Forest Baptist Church.
7. Conduct himself/herself and lead his/her family at all times so as to bring honor to the Lord and the church (in language, behavior, personal finances, etc.)
8. Understanding and commitment to implement the responsibilities and expectations outlined in the Personnel Manual Job Description for this position.

Matters of Mutual Agreement

The Personnel Committee shall work with the Director of Children's Ministry in keeping this covenant up to date as outlined in the Personnel Policies and Procedures Handbook.

Annual Time Arrangements

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| 1. Days of vacation | <i>See Personnel Manual.</i> |
| 2. Holidays | <i>See Personnel Manual.</i> |
| 3. Sick leave | <i>See Personnel Manual.</i> |

Compensation

Salary	\$30,000-35,000 annually
Health Insurance (Incl. Vision & Dental)	Full Coverage
Annuity/Retirement	5% Annually
Cell Phone Reimbursables	\$85/month

Director of Children's Ministry

Pastor-Teacher

Associate Pastor

Personnel Committee Member

Personnel Committee Member

Personnel Committee Member

Date