

Beech Haven Baptist Church

Job Description

Title: Minister/Director of Children's Ministry

Reports To: Senior Pastor

Job Summary: The person in this position will be responsible for developing and implementing and maintaining a comprehensive set of programs that nurtures, educates and promotes spiritual growth among our children first through sixth grade, as an integral part of a coordinated pre-school through adult discipleship ministry. This will be a family focused ministry.

Job Qualifications: The person in this position must be a committed Christian with references regarding spiritual maturity.

Education: A BS in Early Childhood Education or a related area is a minimum requirement. A seminary or other relevant graduate degree is preferred.

Experience: Three or more years of leadership experience with a children's ministry in a church with similar characteristics of BHBC.

Skills: Must possess excellent verbal and written communication skills, and computer skills; must be organized and able to work with minimum supervision. Must be willing and able to function as part of a ministry team.

Job Responsibilities: The following description of job responsibilities are intended to reflect the major components and duties of the job, but are not intended to describe minor duties or other tasks that may be assigned from time to time. Requirements are representative of minimum levels of knowledge, skills and/or abilities.

1. Collaborate with other ministerial staff to implement a comprehensive curriculum and discipleship ministry for children that is a component of a coordinated pre-school through adult Christian growth program.
2. Supervise the Christian education program for children from first through sixth grade working closely with the Children's and Pre-school Committee to establish and monitor curricula specific to these age groups. Components of the program may include but are not limited to SS, Children's Worship, Mission Education, Upward Basketball and Cheerleading, AWANA, VBS, mid-week activities, and summer activities.
3. Maintain a system to identify, recruit and train children's workers.
4. Provide leadership to, and be involved in, all outreach and evangelistic efforts targeting these age groups, making a special effort to involve the parents in the process.

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5. Equip parents to be involved in the spiritual growth of children.
6. Assess and evaluate programs/policies that are in place, and recommend changes as needed.
7. Prepare and administer an approved budget to cover all aspects of the Church's ministry to children.
8. Maintain and monitor programs and policies that ensure safety and security for our children.
9. Provide supervision to appropriate staff as defined by the Church Personnel Committee.
10. Participate in Continuing Education activities as approved by supervisor and budgeting authorities.
11. Perform other duties as requested by Senior Pastor.