

BETHANY E.F.C. Staff Position Description

Title: Children's Ministry Director – Part time

Supervisor: Pastor of Discipleship

Date of Position Description: February 2012

Summary of Statement of Duties: Under the supervision of the Pastor of Discipleship the Director of Children's Ministries is responsible for leading the church in planning, conducting, and evaluating a comprehensive program to educate and nurture our children from Nursery through Grade 6. The Director needs to build a support team that has a great desire to not only teach the love of Jesus Christ, but also live it out in front of the children. The Director will guide the implementation of a sound biblical philosophy of teaching children that is relational and intentional in making disciples.

Qualifications and Expectations:

- Called to work with Children, Love for Families
- Bible College or Elementary Education degree (or comparable experience) preferred
- 2 years of ministerial experience preferred
- Completion of BIRD Training (all leaders participate in this training)
- Good communication skills with a diversity of people, particularly with staff and volunteers
- Cooperative servant attitude in following church policy and organizational guidelines
- Exhibits a *transparent* and *apparent* vital and growing personal walk with the Lord
- Passion for and ministry priority of working with and reaching children.

We expect this staff person:

- To maintain consistent hours of ministerial service
- To meet weekly with the Pastor of Discipleship
- To attend weekly staff meetings
- To maintain a good reputation with the secular community

Responsibilities:

- Work with Pastor of Discipleship to come up with long and short range plans for further developing Children's Ministry
- Coordinate weekly children's program's (Sunday & Wednesday) with the help of the CE Board
- Meet regularly with CE Board for planning and strategizing
- Work with CE Board and Teachers to recruit new teachers & CE Board members

Note: Additional time is often required to perform all the duties associated with this position. As in full time ministry, there is no clock to punch in and out on. The minister is on call 24/7. You will not be expected to be on call 24/7, but during certain activities you may find yourself putting in several more hours than what is considered a regular work week. When additional time is required for special events, you are encouraged to work with your ministry leader and adjust your 'regular' schedule to help compensate. Finding a healthy balance between work, school, family, friends, leisure time and ministry is considered part of the training.