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### **JOB DESCRIPTION**

Children's Minister  
Brentwood Baptist Church

Department: The Church at Nolensville  
Reports to: Discipleship & Connection Minister  
Job Status: Part-time (20 hours/week)  
FLSA Status: Exempt  
Effective Date: 9/1/2019

### **SUMMARY**

The part-time Children's Minister is responsible to the church, under the direction of the Discipleship & Connection minister, and is responsible for developing a comprehensive Biblically-based education program for children in grades K-5.

**PRIMARY JOB RESPONSIBILITIES** may include but are not limited to the following:

- Identify the needs of children grades K-5 and their families within the church family and larger community to which the church ministers
- Plan specific ministry activities and events to meet the needs of children and their families
- Ensure that all children's educational materials are Biblically-based and age-appropriate
- Supervise the work and overall direction of the Children's Ministry including Sunday morning programming, Sunday Night programming (in conjunction with adult life groups), New Christian Class
- Coordinate recruiting, vetting and training of all children's workers
- Serve as a counselor with children and families in matters of salvation, baptism and in matters of personal and family concerns
- Provide pastoral care for those serving in elementary ministries
- Oversee the Children's Ministry budget
- Plan and conduct leadership training for new teachers and volunteers and continued training for experienced leadership
- Give full support to our families and work with the Discipleship and Connections Minister to support and challenge our parents to be the primary disciplers of their children through resourcing, programming, intentional relationships, and having a deliberate strategy for getting parents directly involved in the ministry

**OTHER RESPONSIBILITIES** may include but are not limited to the following:

- Be available for counseling of church and nonchurch members as needs arise
- Collaborate with Preschool and Student Minister to develop a comprehensive plan for ministry to Birth-12<sup>th</sup> Grade
- Serve as a facilitator or leader in periodic workshop or class related to family and/or children's ministry
- Serve as a liaison to staff and church membership to communicate children's ministry needs
- Give planning and direction to special children's ministry events such as Vacation Bible School, camp and mission efforts
- Attend all required staff meetings and complete forms and reports in a timely and concise manner.
- Must have flexibility to accept and execute other duties as assigned



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- Support and coordinate the ministry work for children (K-5) with special needs and their families

## **COMPETENCIES AND TRAITS:**

In addition to the specific responsibilities required for this role, Brentwood Baptist Church also seeks candidates that possess some general competencies and behavioral traits that enhance the effectiveness of our staff.

### **Management**

- Effective in directing both resources and volunteers towards the accomplishment of goals
- Maximizes personal effectiveness by focusing on “must-dos” tasks
- Anticipates/avoids problems or formulates creative solutions
- Makes timely decisions that produce quality outcomes

### **Team Contribution**

- Demonstrates flexibility, adapts well to changing priorities or situations
- Self-directed and proactive in accomplishing tasks without significant oversight
- Is willing to take on additional responsibilities with a “can-do” attitude
- Collaborates well with others to accomplish group tasks

### **Team Communication**

- Clearly conveys expectations and priorities to volunteers
- Uses written and verbal communication in a way that accomplishes intended results
- Adheres to commitments, schedules and deadlines
- Functions well in a team environment, regularly shares information and solicits feedback from others

### **Pastoring/Shepherding**

- Demonstrates Christ-likeness and a commitment to personal spiritual growth
- Leads volunteers by serving and not by asserting control
- Utilizes emotional intelligence, is emotionally available to those he/she leads
- Invests in the development of others around him/her

### **Self-Development**

- Prioritizes and accomplishes self-development goals
- Demonstrates an ongoing commitment to obtaining the necessary knowledge, attitudes, skills and habits necessary to be successful in this role
- Teachable spirit with a desire to learn and grow
- The gap between the current job description and the employee’s current abilities is appropriate and allows for future growth

## **QUALIFICATIONS:**

- A personal sense of calling from God to vocational Christian ministry in general and to children’s ministry in particular.
- A mature Christian who demonstrates the Fruit of the Spirit, is growing in their faith and is committed to spiritual disciplines such as Bible reading, prayer.
- The proven ability to identify, equip and lead a team of volunteers.
- An understanding of children’s ministry as a foundational ministry of the church.
- Ability to relate well to adults in the ministry as well as parents of children or ministry volunteers
- Agreement with and the ability to enforce the Policies and Procedures of The Church at Nolensville (A regional Campus of Brentwood Baptist Church).



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- Demonstrates strong written and verbal communication skills.
  - Demonstrates strong organizational and time management skills.
  - Proficiency in basic computer skills and software systems.

#### **EDUCATION & EXPERIENCE:**

- Minimum of a Bachelor's degree is required.
- Minimum of 1-3 years' experience ministering or serving in a leadership role in a church setting with at least 50+ children grades K-5.
- Or equivalent combination of education and experience.

All campuses function under the governance of Brentwood Baptist Church. Each campus is an established entity operating as a whole and permanent part of the Brentwood Baptist. Each maintains pre-determined alignment characteristics that uphold the Brentwood Baptist "DNA" while also containing some contextualized characteristics to allow it to best reach its target local community. Every staff member is an employee of Brentwood Baptist.

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