

Job Description
CHILDREN'S MINISTRY DIRECTOR - Full Time
FIRST BAPTIST CHURCH MINOT

I. POSITION TITLE: Children's Ministry Director

II. PRIMARY FUNCTION:

This position will provide oversight of and direction to the children's ministries at First Baptist Church. The overall vision is to provide an environment and ministry that will strive to win the lost, build up our children in the nurture and admonition of the Lord that they will be more and more like Jesus Christ, and participate in community.

III. MAJOR RESPONSIBILITIES:

- A. This is a full-time position requiring a weekly commitment of 40 hours.
- B. To oversee the following children's ministries (may include filling in these leadership positions occasionally)
 - 1. Nursery – Recruit, train, and assist the Nursery Coordinator. Assist the Nursery Coordinator with volunteer recruitment.
 - 2. Pre-school - lead and support the Pre-school coordinator as their immediate supervisor.
 - 3. Children's Sunday School Superintendent (Ages 3 – Grade 5) - Administer, recruit, and train teachers, plan large group events, and select curriculum.
 - 4. AWANA – Assist the AWANA Commander with spiritual counseling for children (Preschool - Grade 5.) Assist with family follow-up. Attend and participate in AWANA events.
 - 5. Children's Church - Recruit, train, and assist Children's Church Volunteers.
 - 6. "45 Club" – Organize and promote events for 4th & 5th grade students and recruit volunteers.
 - 7. Recruit leaders for and promote annual events including Vacation Bible School, Easter Children's programming, Christmas special musicals, Outreach events, and other special children's events.
 - 8. Baptism classes – Assist Pastors and Deacons with promotion, organization, and teaching Children's Discovery Classes.
- C. Assist the Security Team in developing appropriate security protocols within the children's ministries. Initiate ministry volunteer background checks and conduct non-member ministry interviews. Conduct fire drills and lock-down exercises.
- D. Attend and participate in church staff meetings.
- E. Maintain, communicate, and be accountable for regular office hours.
- F. Attend annual business meetings. Attend other church business meetings with agenda topics related to the Children's Ministry.
- G. Perform other relevant tasks as assigned.

IV. ORGANIZATIONAL RELATIONSHIP AND AUTHORITY:

This position reports directly to the Executive Associate Pastor and works closely with the Pastoral Staff, Office Administrator, and other church staff. The Children's Ministry Director will oversee and provide leadership and direction to any paid staff or volunteers working within the Children's Ministry.

V. QUALIFICATIONS AND EXPERIENCE:

- A. A relevant Associate/Bachelor degree and/or Christian education experience preferred.
- B. Have a sound knowledge of scripture, ability to teach effectively, and ability to apply scriptural principles in all areas of assigned ministry.
- C. Be a stable, mature, and growing Christian
- D. Be committed to teamwork within the Children's Ministry Department as well as with other staff and lay leaders within the Church.
- E. Be in agreement with the doctrinal position of First Baptist Church.
- F. Must be/become a member of First Baptist Church.

VI. COMPENSATION

The full-time Children's Ministry Director position offers a competitive salary based on current market rates, as well as the individual's experience and qualifications. The compensation package includes medical, vacation, sick leave, and a cell phone stipend.