

First Baptist Church of Stephenville

Associate Director of Children's Ministries Position Description

Job Title: Associate Director of Children's Ministries

FLSA Status: Exempt

Department: Children's Ministries

I. POSITION SUMMARY

To assist the Minister to Children and Young Families in developing and overseeing a Christ-centered children's ministry dedicated to introducing children to Jesus Christ as Lord, personal Savior, and friend; teaching, equipping and encouraging them to become more like Him; and to help parents be the primary disciple-maker for their child(ren). This is a part-time position.

II. REPORTING RELATIONSHIPS

The Associate Director of Children's Ministries reports to the Minister to Children.

III. MAJOR JOB RESPONSIBILITIES AND DUTIES

The Associate Director will be involved in all areas of children's ministries, with a special emphasis placed upon the leadership of birth through preschool ministries.

- Leadership Development
 - Recruit and equip volunteer leaders for children's ministries, particularly from birth to Kindergarten.
 - Partner with parents to facilitate the spiritual growth of children.
 - Provide shepherding and spiritual encouragement to ministry leaders, particularly those in the birth to preschool ministries.
 - Assist in the professional and personal development of Children's Ministry Interns.
 - Develop a team approach to ministry within each area of responsibility.
- Administration
 - Communicate and work with pastoral staff on church-wide ministry opportunities and needs.
 - Develop and maintain healthy team relationships with Pastor, directors and church staff through relationship building and attendance at meetings, as necessary.
 - Supervise paid nursery workers and handle scheduling, training, and participation with the Minister to Children in the hiring and performance review process.
 - Oversee the volunteer applications process.
 - Assist with church-wide communication regarding children's ministries.
- Personal Growth
 - Maintain a growing relationship with the Lord that includes regular prayer, worship and reading of God's Word.
 - Continue to develop leadership gifts as well as an understanding of children and children's ministries through on-going training, ministry networking and personal development.

The Associate Director of Children's Ministries shall be required to perform all other duties assigned to fulfill the objectives of First Baptist Church.

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IV. JOB SKILLS AND POSITION REQUIREMENTS

- Possess a passion for a relationship and pursue an authentic and meaningful relationship with God through frequent time in the Word and prayer.
- Has a love for children and a strong desire to see them grow in their walk with Christ.
- Has experience and/or educational background that will contribute to ministry effectiveness.
- Possess good communication and teaching skills.
- Can effectively recruit and equip volunteers and ministry teams in a multi-generational setting.
- Possess solid biblical understanding and agreement with the doctrinal statement of First Baptist Church of Stephenville.
- Continually demonstrates a commitment to teamwork.
- Possess the ability to lift and carry up to 30 pounds on a regular basis.

V. EVALUATION AND COMPENSATION

The Associate Director of Children’s Ministries reports to and will receive an annual performance review from the Minister to Children and Young Families or designee in coordination with the Personnel Committee. Compensation is reviewed annually.

“I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and for questions concerning what is expected of me, I will speak with the Minister to Children and Young Families or designee.”

Employee _____ Date _____

Supervisor _____ Date _____