

Immanuel Baptist Church

1451 E. 45thST

SHAWNEE, OK 74804

Position Description

JOB TITLE: Associate Children's Minister

DEPARTMENT: Children's Minister

SUPERVISED BY: Children's Minister

PRINCIPAL FUNCTION: The Associate Children's Minister is responsible to the Children's Minister and the Church for helping to develop and promote a comprehensive spiritual, educational, recreational, and evangelical program for children age birth through grade six. Responsibility includes the assistance of overseeing all auxiliary organizations, events, and activities, delegating authority as necessary. Assists with overseeing children's ministry staff including Nursery Coordinator, Interns, and all other Children's workers.

DUTIES AND RESPONSIBILITIES:

1. Assist in oversight of all ministries to children birth through grade six.
2. Co-lead annual Vacation Bible School, Fall Festival, Summer Camp, and other large events.
3. Assist with weekly oversight of all the programming involving nursery, preschool and children's Christian education.
4. Assist in providing opportunities for growth, encouragement, fellowship and fun through planning and leading mission activities and special events for the IBC Children.
5. Provide godly wisdom and counsel to children, parents, and teachers concerning salvation and personal matters.
6. Constantly learning of current methods, programs and literature in regard to Christian childhood development.
7. Participate in consistent follow up with IBC families, prospects, and make hospital visits when needed.
8. Enlist, equip, and communicate with volunteers in the children's ministry.
9. Assist in making sure both volunteers and paid personnel know and follow church policy regarding working with children.
10. Assist with identifying, interviewing, hiring, and supervising all paid workers in the Children's ministry.
11. Assist with implementation of a comprehensive security program for all children at IBC.
12. Assist to prepare, honor, and administer an approved annual budget designed to support the ministry to children.
13. Assist in the care and control of the children's Resource Room.
14. Assist in managing social media accounts for IBC Kids.
15. Perform other duties assigned.

QUALIFICATION FOR POSITION:

Must be a professing Christian. Exhibits knowledge of the Christian education and training system and implementation process. Possesses the ability to plan, coordinate and implement with the help of others a curriculum appropriate for children age birth through grade six. A degree in Christian ministry or theological education from an accredited school OR equivalent ministry experience is considered optimal.

NEEDED ATTRIBUTES:

Needs to be good in verbal and written communication, ability to organize, express ideas, give attention to detail, work with others, willing to modify plans and behavior when necessary to meet a goal, has a good character, willing to uplift the reputation of Immanuel Baptist Church, and displays professional appearance and conduct.