

**Job Description:** Children's Minister

**Reports to:** Pastor

**Status:** Full-time – Salaried, benefits, & expenses

**Job Description and Responsibilities**

**Position Summary:**

The Minister to Children is responsible for giving directions to the overall biblical education and activities ministry from birth through fifth grade. This position will promote evangelism and discipleship by planning, promoting, coordinating, conducting and evaluating the children's activities of the church. As a staff member, this position will enable the church to focus on carrying out the vision of SSBC.

**Personal Qualifications:**

- 1) Committed disciple of the Lord Jesus Christ.
- 2) Senses a call by God on their life to provide a place for ministry to all children attending SSBC.
- 3) Has a teachable spirit.
- 4) Gifted, called, and loves children and desires to see them become mature disciples of Jesus Christ.
- 5) A self-motivated leader, capable of casting and imparting vision for ministry, possessing relational skills with children, parents, and other staff.
- 6) Possesses organizational and leadership skills.
- 7) Thriving prayer life and Bible Study life.
- 8) Must become a faithful and devoted part of the life of SSBC (participate in worship services and events).
- 9) Must be theologically in agreement and have shared convictions with SSBC's articles of faith, church covenant, and constitution and by-laws.
- 10) Must support financially the ministries of SSBC (must at a minimum be a tither to SSBC).

**Position Responsibilities:**

- 1) Minister to and lead children from birth through 5<sup>th</sup> grade.
- 2) Minister to and lead and organize effective children's programs implementing fellowship, worship, biblical teaching, discipleship, and evangelism, as well as ministry and mission opportunities.
- 3) The ministry to children is based on the understanding that the Children's Minister will:
  - love the children where they are
  - encourage them in developing their relationship to God

-minister to them by providing them with opportunities for nurture and growth

- 4) Recruit, train and shepherd volunteer children's staff with diverse gifts and personalities.
- 5) Provide overall spiritual direction to the children of SSBC.
- 6) Plan children's events at least on a quarterly basis.
- 7) Maintain contact with parents, keeping them informed of ongoing activities.
- 8) Keep parents updated on ministry strategies and plans in a way that encourages partnership and parent involvement in the children ministry.
- 9) Make yourself available to children in a variety of ways (i.e. 1<sup>st</sup> priority, visitation, times of crisis, etc.)
- 10) As much as possible, support parents in effectively fulfilling their Christian parenting roles.
- 11) Seek to integrate children's ministry into all phases of church life to create a culture that is intentionally intergenerational, striving to unite with and complement other church ministries.
- 12) Be an advocate for children and educate the congregation about their hopes, concerns and needs.
- 13) Coordinate small group curriculum for children and recruit teachers. (It is not a requirement that this position teach the small group classes. In fact, this position should involve others in teaching as much as possible to mentor them.).
- 14) Ensure there is time each week for worship through singing, Bible study, and play activities.
- 15) Stay current with children's ministry practices by reading, attending leadership conferences, etc. (Work with the Association, the State Board of Missions, local churches, etc., for opportunities)
- 16) Participate as needed or requested in the evaluation and development of the overall church ministry needs as related to children's ministry.
- 17) Routinely check on each class at the beginning of, near the end, and during Small Group time and worship.
- 18) Keep workers updated to each child's health issues, special needs, etc.
- 19) Ensure that volunteers have the necessary tools to identify each child by name.
- 20) Coordinate theme, curriculum, volunteers, location, etc. for VBS/etc.

#### **Administrative Duties:**

- Develop annual budget for children's ministries. Manage budget within approved guidelines.
- Participate in staff meetings.
- Participate in elder/deacon meetings as needed.
- Assist in developing annual church activity calendar for children.
- Assist with social media outlets and overall web presence for children.
- As much as possible, protect children's workers and children by having at least two (2) adults (not husband and wife) working with children at all times.
- Assist with hospital visitation and other administrative duties that pertain to the children and their parents.

## **Position Benefits**

- 1) HOLIDAY AND VACATION POLICIES apply to this position.
- 2) Salary, Benefits, and Ministry Related Expenses included.
  - The salary package includes purchase of private insurance, retirement, ect. if staff member desires.
  - Clergy housing allowance is a tax benefit for ordained, commissioned, or licensed ministers of the Gospel. It is a portion of clergy's income that can be excluded from federal income tax. The amount excluded must be used to provide housing and is limited by the actual housing expenses. Staff member is responsible for handling per federal income tax guidelines. The staff member can choose to participate in this benefit if so desired.
- 3) Permitted and encouraged to attend conferences, etc. with pay. (Conferences will be paid for by the church upon approval by the elders.)
- 4) Any salary increases will by the recommendation of the Personnel Team to the elders and approved by church body during annual budget approval.