



**Job Title:** Children's Ministry Director  
**Status:** Part Time (20-30 hrs per week)  
**Supervisor Title:** Lead Pastor

### **Job Summary**

BCF is searching for qualified candidates to lead the children's ministry (Kingdom Kids) of our growing church. This important role provides leadership over the Kingdom Kids ministry and the families that support it. A person is "qualified" if they are committed to lifelong discipleship to Christ as their King, have ministry experience to children and families, and love educating young people with the knowledge of the Gospel with passion and creativity. Prior experience in children's ministry is strongly preferred. The ideal candidate will be able to take a hands-on approach to leading our strong volunteer base but must also be hands-on in teaching and leading this growing ministry. Experience in family ministries will assist this candidate in evaluating needs and writing effective policies that enable the ministry to grow in a safe, sustainable, and healthy manner, while invigorating our families and ministry volunteers in their service. The candidate must also be committed to being a contributing and unifying presence within the staff of the church, as collaboration and unity are vital to the health of the staff and the church. Because the staff is small, a team approach is taken to many of the church events which requires staff to "wear more than one hat" to ensure each event is executed with excellence and thoughtfulness.

Candidate and their family must be or agree to become members of Bergheim Christian Fellowship.

### **Kingdom Kids Ministry Philosophy**

The ministries of Bergheim Christian Fellowship fall under the overall vision and mission of the church, which is to form Kingdom people who then serve on Kingdom purpose. BCF is a family-focused, intergenerational church, acknowledging that by God's design parents are to be the chief disciplers of their children. The church is to walk alongside parents enhancing the knowledge and plan of God, and being used to form young hearts and minds who will know Jesus Christ as their Savior and as their Lord in cooperation with the parents. BCF only provides an environment for pre-K children during the main church service(s) on an as-needed basis while encouraging families to train their children to be part of the church by attending with Mom and Dad for the full service hour. When children learn to be present in the worship service with their parents, they learn by observation and by experience. They watch mom and dad worship, watch them open the Word and receive its instruction, and observe them partaking in communion around the Lord's Table. Kingdom Kids ministry follows church service during the church's Discipleship Hour, where all the church is encouraged to go deeper in the Word and collectively process its application for their lives. Kingdom Kids is not a ministry of its own, rather it serves to further support the overall ministry of the church.

## **Sunday Morning Responsibilities**

The applicant must understand that Sunday morning is a vital part of the normal work week for this position. Until BCF has a permanent home, being a mobile church requires set up and tear down responsibilities every Sunday. While we count on many volunteers to assist, the primary responsibility of setting up for ministry falls on the staff and their ability to recruit needed volunteers. Staff is required to report no later than 7am and be prepared to work through noon, or as otherwise needed depending on the schedule for the morning, number of services being held, or other special events that happen periodically throughout the year. Staff should be among the first to arrive and the last to leave. Other Sunday responsibilities include ensuring that the key ministry volunteers are well informed, equipped, and supplied in order to ensure every person who visits on Sunday morning is warmly welcomed and integrated into Kingdom Kids. This person will teach students every morning while raising up volunteer teachers who can then become part of the teaching rotation. This leader will ensure that the teaching and activities of the ministry aligns with the vision of church leadership. The church currently uses the *Gospel Project* curriculum, but this should be continuously evaluated to ensure it is the best tool to communicate the Gospel and to teach the Bible to the students, from Genesis through Revelation. This role also ensures that all supplies are ordered and on-hand as needed, volunteers are scheduled, continually raised up, and thanked on a regular basis.

Note: set up and tear down requires physical labor including but not limited to lifting and/or carrying up to 25 lbs, rolling heavy carts, stacking and unstacking chairs, and keeping all supplies clean organized, and sanitized (if applicable). Notification must be made if accommodations are required.

## **Weekday Responsibilities**

- While remote work may be considered, the expectation is for this person to work at the church office and contribute to the culture of the staff. The preferred office days are Tuesday, Thursday and Friday (For instance, Sunday=5 hours, Tuesday=5 hours, Thursday=5 hours, Friday=5 hours for a total of 20 hours per week minimum). Staff is highly encouraged to participate in the spring and fall adult Bible studies as a means of personal edification and as an excellent opportunity to know and be known among the church family.
- With coordination from the teaching pastor and staff, create resources for children to use during worship that aid them in learning from the lesson, and aid the parents in teaching further at home.
- Will be proactive in reaching out to BCF families to see how the church can equip and pray for them as they are the chief disciplers of their children and students.
- Will be evangelistic, using creative methods to equip parents to make disciples of their children and equipping believing children to extend the love of Christ to others.
- Will proactively engage parents to help equip and pray for their marriages and their parenting, adding resources when requested. Knowledge of cultural trends in parenting is important in order to help direct parents to biblical parenting resources.
- Will plan periodic events in cooperation with the staff that foster fellowship within the Kingdom Kids and larger BCF community (further fostering BCF's intergenerational culture).
- Will create and advocate for their ministry budget, then steward approved budget expenditures diligently.

## **Personal Responsibilities**

- Be a committed follower of Jesus Christ, bearing the fruit of the Spirit yielded from this relationship, evident in all areas of life, both public and private.
- Live a life consistent with the fruit displayed from a life of commitment and devotion to the Lord Jesus Christ. This includes public and online presence, behavior, and communication, whereby no accusation can be made against Christ and His church through your appearance, actions, or words (written or verbal).
- BCF commits to ensuring each staff maintain a proper and healthy work/life balance. This also requires staff to communicate along these lines with their supervisor, as each party must work toward this goal.
- Be loyal to the vision and staff of Bergheim Christian Fellowship and always protect the unity of the church.
- Be devoted to a life of prayer and study of the Word, whereby wisdom from above is sought and being attentive to the leading of the Spirit is the result.