



Children's Ministry Director Job Description

Kingdom Family. Kingdom Culture. Kingdom Way.

We exist to grow the Kingdom family to magnify the Trinity in all of life, through Jesus Christ.

Position Title:

Children's Ministry Director

Supervisor:

Associate Pastor

Definition & Principal Function

The Children's Ministry Director is someone called by God to use their gifts in ministry with a special focus on children, birth through Grade 6. This role involves overseeing and implementing the church's vision for discipling the next generation of the Kingdom family. The Director is responsible for the overall effectiveness, leadership, and evaluation of all children's ministry areas, ensuring they reflect the church's mission and values. The primary goal is to exhibit an abiding love of Jesus Christ and to lead the children to know and love Christ. This requires caring for the physical, emotional and spiritual needs of the children.

Qualifications

The Children's Ministry Director must:

- Give testimony to a personal relationship with Jesus Christ as Savior and Lord, wholly surrendered to God's call to children's ministry at MVBC.
- Demonstrate humility, servant-leadership, faithfulness, strong communication skills, maturity, and a true desire to serve God by serving His people.
- Show evidence of preparation for this ministry through pursuit of personal development, both spiritually and professionally, in children's ministry.
- Be or become an active member of Mount Vernon Baptist Church together with his/her family.

- Ensure a safe, clean, organized and well-maintained environment for MVBC children and families.
 - Some college education; early childhood education fields preferred
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Duties & Responsibilities

The Children's Ministry Director will:

Ministry Leadership & Planning

- Lead, administer, manage, and evaluate all facets of children's ministry (birth through Grade 6), ensuring alignment with the church's mission to exhibit an abiding love of Jesus Christ and lead children to know and love Him.
- Plan the overall direction of the children's ministry with aid and counsel from the pastoral and ministerial staff.
- Work with church leadership to determine financial and physical resources needed, submitting a well-planned budget to the Associate Pastor and Financial Stewardship Committee. Administer the approved budget effectively.
- Annually conduct and report to the Associate Pastor an evaluation of the children's ministry, reviewing specific goals, progress (successes and unmet goals), and developing new goals and strategies for the next year.
- Abide by the MVBC Child Abuse Prevention Policy and Procedure Manual.

Volunteer & Leadership Development

- Recruit, equip, and provide training for ministry leaders, volunteers, and the nursery coordinator to support all aspects of children's ministry, including Sunday and weekly activities.
- Prepare and maintain a leadership development program for children's ministry leaders and volunteers.

Program Development & Implementation

- Organize and supervise the development and support of discipleship, outreach, and evangelism ministries for children (birth to grade 6), including Sunday morning and evening programs, special events, and engaging social and recreational activities.
- Collaborate with other church ministries to develop broad-church activities involving children, such as Vacation Bible School, carnivals, children's choirs, and camps.
- Select curriculum and provide/supply all materials needed for Children's Ministry.

Community & Communication

- Maintain strong and vibrant relationships with parents, volunteers, and children, promoting cooperation and community within the children's ministry.

- Regularly inform children's ministry volunteers and church leaders about the ministry's involvement in the work of the church.
- Represent the children's ministry in church meetings when requested.
- Coordinate children's ministry activities with the pastoral staff.

Church-Wide Support

- Support the leadership of the Senior Pastor and cooperate with the larger ministry staff team, partnering on ministry projects as assigned.
- Attend and contribute to weekly staff meetings.
- Assist in congregational care, such as hospital or nursing home visits, as requested.
- Manage and schedule volunteers in a way that enables the director to attend at least 50% of scheduled worship services.
- Perform other duties as assigned by the Senior Pastor or Associate Pastor, consistent with the church's mission.
- Support the MVBC Pastoral Leadership, mission statement, and confessional statement (Baptist Faith and Message, 2000).

Oversight & Supervision

- Complete tasks under the direction of the Associate Pastor.
- Receive feedback and guidance from the pastoral staff for growth and development.
- Maintain alignment with the church's theological convictions, voice, and mission.

Spiritual & Professional Growth

The Children's Ministry Director is encouraged to:

- Seek God's guidance through prayer and Scripture in every task.
- Pursue personal development, spiritually and professionally, particularly in children's ministry.
- Grow in leadership, communication, and ministry skills.
- Identify and exercise spiritual gifts beyond children's ministry, as led by God through prayer and Bible study.
- Attend approved training opportunities related to children's ministry and church leadership.

The Apostle Paul reminds us that it is God who chooses the gifts He bestows upon His children. With that in mind, the Children's Ministry Director is encouraged to seek out through prayer and Bible study those gifts in areas other than the children's ministries that God would lead one to exercise.

Furthermore, the Children's Ministry Director is expected to continue in the pursuit of personal development, both spiritually and professionally, particularly as it applies to the children's ministries.

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