

Job Description:

Director of Children's Ministry

SUMMARY: Serving Black Mountain Baptist Church (BMBC) by (1) developing, promoting, coordinating and administering a comprehensive and expanding ministry for infants through sixth grade and their parents, and (2) providing leadership to and supervision of volunteers. The right person for this role is someone who loves Jesus first, has a passion to facilitate Biblical growth in children, and prefers to work with a team.

WORK HOURS: approximately 20 hours per week

SUPERVISOR: Senior Pastor

COMPENSATION: TBD

REQUIREMENTS

- Love Jesus. Love the local church. Love your neighbors.
- Grow in your relationship with Jesus through personal devotions, Bible study, fellowship, and service.
- Embody the character qualities listed in 1 Timothy 3:1-7 and Galatians 5:22-23.
- Fully aligned with the doctrine (*Baptist Faith and Message 2000*) of BMBC.
- Spiritual maturity to support the growth of a vibrant Children's Ministry (infant to 6th grade).
- Embrace a "team" ministry philosophy, displayed through being humble, hungry and smart.
- Excellent organizational and relational skills with the desire and ability to develop volunteer leaders and teams.
- Strong computer skills and the willingness to learn/utilize new software and technology.

RESPONSIBILITIES

- Oversee all activities, programs, supplies, curriculum, budgets, and leadership associated with the Children's Ministry.
- Attend weekly Staff Meetings & quarterly Leadership Advisory Team meetings.
- Give oversight to all aspects of the Children's Ministry.
- Oversee all aspects of volunteer management including recruitment, training, schedules and support.
- Ensure all volunteer security clearances are complete and up to date.
- Maintain a safe, clean, inviting, well organized environment.
- Write and implement an annual ministry plan.
- Continually evaluate events and programs.
- Provide primary point leadership for the Children's Ministry team throughout Sunday morning activities.
- Lead summer *Vacation Bible School*.
- Coordinate appropriate ministry area fundraisers.
- As a member of the ministry staff, the Director of Children's Ministry will also help with planning and executing all church wide events and programs, as needed.

EXPECTATIONS

- Consistently complete duties and responsibilities on time.
- Maintain a positive relational stance on all fronts.
- Remain within budgets associated with this position.
- Achieve goals for this position as it relates to our shared mission.
- Contribute to a positive and effective team dynamic.
- Effectively problem solve within the scope of this role.
- Ongoing improvements and innovations within the scope of this role.



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