

## **Children's Director Responsibilities**

### **Outreach and Discipleship**

- Pray for the ministry, the children and their families.
- Share the Gospel of Jesus Christ with children, their parents and family.
- Be involved with discipleship of children.
- Be involved in outreach to reach children for Christ.
- Plan children's ministry events and socials.
- Maintain contact with children and families.
- Maintain a contact list for all children from church, VBS, and community (outreach) events.
- Provide a copy of our Children's Ministry Handbook to parents.

### **Sunday School**

- Run Children's Sunday School program.
- Teach and lead a Sunday School class.
- Arrive early to set up and be in the classroom ready to receive children by 9:15 am.
- Recruit teachers and helpers for Sunday School.
- Coordinate Sunday School teachers.
- Distribute Sunday School materials to the teachers.
- Keep classroom supplies and snack items stocked using Children's Budget.
- Maintain necessary items for programs such as Bible Bucks Program, including shopping for prizes, out of children's budget.
- Maintain classrooms in an orderly and clean environment.
- Sanitize all surfaces, chairs, door handles, and shared supplies at the end of class and have other classroom teachers do likewise.

### **Sunday Children's Worship**

- Lead Children's Worship (Extended Session) when we have it.
- Recruit helpers and additional teachers as needed.
- Provide Children's Worship class materials.
- Coordinate Children's Worship teacher and helper schedule and rotation.
- Keep classroom supplies and snack items stocked using Children's Budget.
- Maintain necessary items for programs such as Bible Bucks Program, including shopping for prizes, out of children's budget.
- Maintain classrooms in an orderly and clean environment.
- Sanitize all surfaces, chairs, door handles, and shared supplies at the end of class and have other classroom teachers do likewise.

### **Wednesday Nights**

- Lead and teach Wednesday night program.
- Arrive by 6:30 pm to set up and be in the classroom ready to receive children by 6:45 pm.
- Recruit teachers and Helpers.

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- Coordinate teacher and Helper schedule and rotation.
- Provide Wednesday night teaching materials.
- Keep classroom supplies and snack items stocked using Children's Budget.
- Maintain necessary items for programs such as Bible Bucks Program, including shopping for prizes, out of children's budget.
- Maintain classrooms in an orderly and clean environment.
- Sanitize all surfaces, chairs, door handles, and shared supplies at the end of class and have other classroom teachers do likewise.

### **Training and Equipping Volunteers**

- Provide volunteer training as necessary for Children's classes and programs.
- Provide copies of our Children's Ministry Handbook to teachers and helpers.

### **Kids Camp**

- Plan fundraisers for kids camp.
- Coordinate counselors and kids going to camp.
- Maintain contact with camp director to turn in names and camp deposits and to secure our spot at camp in a timely manner.
- Lead kids during camp week.
- Report back to the congregation the following Sunday with a camp presentation.

### **VBS**

- Plan for VBS starting in Fall of the previous year.
- Participate as VBS Director.
- Recruit and train volunteers for VBS.
- Delegate VBS responsibilities to the appropriate leaders of your team.
- Advertise and prepare for VBS.
- Order VBS materials.
- Attend and take volunteers to state VBS training.
- Provide additional training at our church for VBS volunteers as often as needed.
- Lead VBS Commencement Sunday with the VBS musical performance and prepare and show a video from the VBS week.
- Keep track of decisions made for Christ and follow up with discipleship, and prepare children for an eventual decision for baptism when ready in communication and partnership with their parents.

### **Miscellaneous**

- Communicate children's ministry events to the Secretary and Media Coordinator for announcements in the bulletin and rolling announcements.
- Keep a Children's Ministry budget and turn in income/expense report.
- Keep a VBS budget and turn in income/expense report.
- Present Ministry Goals and events at Church Council quarterly meetings.

## **Children's Director Responsibilities**

West Phoenix Baptist Church is looking for a part-time Children's Director. The compensation is free housing and utilities.

We are looking for someone with experience in children's ministries and who has a heart and dedication to reaching children for Jesus Christ.

### **To Apply:**

Contact Pastor Mason

[optimalfitness@outlook.com](mailto:optimalfitness@outlook.com)

Please submit your resume with your email address and phone number.

Please put in the title of your email: Children's director position