

Children's Minister

Maplewood First Baptist Church

Job Description

Position::

The Minister to Children will, in Christian love, reach out and connect with the children and families in our church and community sharing the Gospel of Christ. The Minister will develop and provide leadership in the implementation of comprehensive educational ministries to evangelize and disciple children from birth through fifth grade, as well as being an available resource for the parents and guardians as they raise and nurture their children.

Classification:

Full time ministerial staff member. The Minister to Children will receive salary, benefits, which could include as necessary, insurance, housing, retirement, and reimbursable ministry expenses as determined by the personnel and stewardship committees.

Supervisor:

The Minister to Children shall be responsible to the Pastor and/or Executive Pastor.

Qualifications:

- Must be a baptized, born again believer with a maturing relationship with Christ which is reflected in action, attitude and behavior.
- Must be aligned with the Baptist faith, covenant and constitution
- Preferably have an educational background in Christian ministries, Biblical Studies or a related field and willing to continue training/education as possible.
- Be reliable, take initiative and be self motivated, giving attention to details and striving for excellence.
- Use appropriate judgment in areas of discretion, sensitivity and confidentiality.
- Must have written and verbal communication skills, conflict management skills and computer skills
- Have a cooperative, healthy, and motivating relationship with supervisors, co-workers and volunteers.

Responsibilities:

- Develop specific goals, objectives and strategies required to successfully develop the overall children's ministry at Maplewood First Baptist Church
- Recruit, train, support, oversee and pray for all Children's ministry leaders, workers and volunteers
- Provide leadership and oversee all children's ministry activities, i.e., Sunday school (Small groups) for birth through 5th grade, Children's church, nursery, Wednesday night programming, VBS, preteen camp, other summer activities, children's choirs, Bible drill, new Christian's classes and children's holiday events.
- Work with church leadership, staff and children's committee to evaluate the curricula for children and then brainstorm, develop and purchase new curricula as deemed necessary on a yearly basis.
- Prepare the children's ministry budget requests with Pastor and stewardship committee and manage the budget within the established guidelines.
- Become a member, along with family, of Maplewood First Baptist Church and fully embrace the mission, values and vision of the church, attending and participating in scheduled events.
- Continue growing personally and professionally through personal discipleship, conferences, reading and exchange of ideas with others in children's ministries.
- Continue growth and understanding of ongoing issues in children's ministry and societal issues affecting children and their families in today's culture for the purpose of helping volunteers and families understand and respond in a Biblical appropriate manner.
- Foster open communication as a means of involving parents in the ministries and encouraging parents to continue their children's spiritual growth in Biblical principles.
- Supervise the availability and use of materials, equipment, supplies and space for children's ministries ensuring they are ready for use, safe, clean and aesthetically inviting to the children.
- Promote Scripture memorization, prayer and personal Bible reading
- Work with church leadership, staff and children's committee in developing an outreach ministry to the community, such as after school Bible programs at local schools, invitations to special events, making phone contacts and actually visiting as possible.
- Supervise scheduling of nursery staff for church events, i.e., extended sessions, ladies Bible studies, business meetings, Wednesday nights, and special events.

Whenever paid nursery staff are required, Children's minister will hire, schedule and see payment is provided in a timely manner.

- Maintain safety and security systems as set forward by Maplewood First Baptist Church for children. Some of the systems, but not inclusive, would be requiring background checks on all workers; recommending facility improvements for safety; create and enforce necessary rules such as check in/check out regulations; and collect information on children with food allergies.
- Work closely with Youth Minister to assure smooth transition of students to youth ministry.