

## Job Description

**Job Title: Children's Minister/Director**

**Department: Children's Ministry**

**Staff Supervisor: Tony Lankford**

**Family Ministry Supervisor: Kellie Denton**

**FLSA: Part Time or Full Time (will frame hours around right candidate)**

**Salary: TBD**

The Children's Ministry Director shall be responsible for working with a team to plan, coordinate, and execute all ministries of FBC Gainesville pertaining to children birth through 5<sup>th</sup> grade. The Children's Minister will work together with Rev. Kelli Denton and the Family Ministry Team (Preschool and Youth) to provide a holistic approach to family ministry. The Children's Ministry of First Baptist Gainesville is committed to helping children develop a biblical foundation for a lifelong, authentic relationship with Jesus Christ and a love for Christ's Church. We are dedicated in providing a safe Christian environment where children can explore and grow in their faith and in their relationship with each other and Jesus Christ.

### Responsibilities:

- Holistically Grow the Children's Ministry by...
  - Helping children grow in their faith and in their delight about matters of church.
  - Increasing the number of children participating in the Children's Ministry and/or their level of participation.
  - Deepen commitment of lay leaders through proper training, resourcing, and appreciation.
  - Expanding the number of lay leaders who use their gifts within the children's ministry.
  - Reflect upon all programs/events: what needs to be added, taken away, or improved upon.
- Function as a collaborative member of the Family Ministry Team.
- Supervision of volunteers and paid workers in the Children's Ministry.
- Ensure that the child protection policy is observed in all children's ministry settings.
- Give organizational leadership to Sunday School and Wednesday night programs including development/decision making and timely distribution of curriculum.
- Serve as director of Children's Worship during the 11:00am service for K-5<sup>th</sup> and provide children's worship materials as needed.
- Work with Family Ministry Team to organize VBS/Connect Camp, Egg Hunt, Trunk or Treat, Camp, Parents Night Out and age graded social events. Maintain and communicate annual calendar.
- Coordinate use of rooms and facilities related space.
- Serve as resource and liaison for the FBC Day school. Maintain relationship with the Day school leadership and find ways to strengthen connection of the day school families and FBC Children's Ministry.
- Assist in coordinating office tasks related to Children's Ministries (communications, social media). Ensure communication with church staff, leadership, and parents.
- Develop a supportive, pastoral presence with the families of FBCG children.

### Competencies:

- Discipleship. Demonstrates evidence of a growing faith and an eagerness to help children and families grow in their commitment to Christ and his Church.
- Focuses on key priorities and communicates plans, schedules, and budgets appropriately.
- Efficiency. Able to produce significant ministry results efficiently and effectively.
- Honesty and Integrity. Earns trust of children, parents and church members and maintains confidences. Speaks plainly and truthfully.

- Self-aware and self-motivated. Often solicits feedback and reacts calmly to critique. Acts without being told what to do and brings creative ideas to the ministry.
- Possesses a strong ability to work hard and expects personal performance and team performance to aspire for excellence.

**General Responsibilities:**

- Report directly to your supervisor.
- Maintain office hours as set by your supervisor as set in final job description)
- Plan a budget proposal and oversee the administration of that budget in your ministry.
- Schedule all vacation, conferences etc. through your supervisor to the Accounting Office.
- Report all sick days through your supervisor to the Accounting Office.