

Children's Director

Principle Function:

The Children's Director (CD) collaborates with the Elders to provide spiritual and educational leadership for the children of Emmanuel Baptist Church (EBC). The CD supports and equips children and their families for life and service with the goal of children becoming fully developed followers of Christ.

Qualifications:

1. Lives a life that fosters connecting, growing, and serving in the power of the gospel through personal spiritual disciplines and membership at Emmanuel Baptist Church.
2. Senses a call to and a passion for ministry with children – birth to sixth grade.
3. Works in a friendly, enthusiastic, and flexible manner with the other members of EBS to fulfill the mission of the church, in particular, as it relates to the children in our community.
4. Shall have a demonstrated ability to work independently with minimal direction.
5. Must be detail oriented, with demonstrated initiative to solve problems and take on new tasks.
6. Takes responsibility for the development of ideas, plans, organization, promotion, and carrying out of the vision for children's ministries.
7. Develops leaders within the children's ministry.
8. Adheres to and enforces, under the supervision of the pastor and with the support of the Deacons, the Children's Policy Manual.
9. Shall have a minimum of three years of experience working in children's related ministries or a degree as a youth minister.

Job responsibilities:

1. Coordinate vision and implementation of EBC's ministry to children, birth through sixth grade and their families:

A. Nursery – Oversee and manage the nursery for regularly scheduled EBC services.

B. Sunday School and Wednesday evening – coordinate curriculum, encourage and support teachers, filling in for any vacant positions as needed.

C. Childcare for Special Events – Provide nursery support for occasional special services such as but not limited to Thanksgiving, Christmas, Good Friday etc.

D. Children’s Camp – oversee planning and paperwork, with the secretary, develop ideas for and oversee fundraisers, and recruit chaperones for all youth camps.

E. Ministry Events – such as Vacation Bible School, Children’s Christmas Programs, Easter, and Fall Festivals etc., - coordinate and plan these and other events to effectively minister to children and families. In doing so, the CD must provide thoroughly detailed plans to the pastor to review at least three months prior to the date of the activity.

2. Recruit and train volunteer staff to carry out the Children’s Ministry programs.
3. Develop and maintain, along with other church staff/leadership, adequate staff in classrooms and in maintaining clean toys and linens in nursery rooms.
4. Prepare educational and promotional materials for volunteers and families.
5. Give reports at the quarterly business meetings.
6. Help lead children and their parents to a deeper relationship with Christ.
7. Prior to, or at staff meetings each Thursday morning, provide the pastor with an updated checklist of duties completed for his review.
8. Conduct a semi-annual material assessment of the Children’s Wing Spaces, providing a report to the Pastor and Deacon Chairman describing any discrepant issues or changes/upgrades needed for the spaces. When cosmetic changes are desired, the report will provide recommendations regarding what is to be accomplished, an estimate of the cost, and recommended suppliers and/or contractors.
9. Maintain an electronic log of tasks assigned to enable the pastor to conduct a quarterly review and assessment.
10. Provide a yearly review of the Children’s Policy Manual, updating as necessary, changes are to be reviewed by pastor and/or others as necessary.

11. Complete other duties as assigned.

Designation of hours:

The position entails an average of 12.5 hours per week, a minimum of 4 hours per week must be conducted in the office. Ministry by its nature goes in various seasons of activity. Keeping this in mind, this position includes items such as, but not limited to, regular Sunday morning and Wednesday evening church services, Vacation Bible School, and the remaining hours to be completed at the Pastor or Elders's discretion.

Hours are to be logged electronically by category. The Pastor shall conduct a quarterly review to ensure the requirement is being met. The Personnel Committee shall review the electronic log annually.

Compensation:

The CD will be paid \$1,000 per month based upon meeting the 57 hours per month minimum requirement. It is the responsibility of the Pastor, Personnel and Finance Committees to ensure the requirement is being met.