

# **Bull Street Baptist Church**

## **Job Description: Nursery & Children's Director**

The Nursery and Children's Director Bull Street Baptist Church works alongside the pastoral and office staff to implement, manage and coordinate all ministry for the nursery and children's ministries under the oversight of the elders. She is responsible for communication and follow-up with new families who have children under the age of 11. She is responsible to recruit, train and oversee all volunteers that work with children under the age of 11 and make sure all volunteers undergo a background check and agree to all BSBC nursery and children's protection policies.

This position reports to the Lead Pastor

### **Responsibilities:**

Nursery (ages NB-4 years old)

- Greet and direct guests
- Train and coordinate volunteers to serve in the nursery for all services and events
- Order materials for classes, small groups and Sunday Schools
- Plan the Parent and Child Dedications
- Manage ministry resources
- Help maintain the church membership and visitor software

Children (ages K-5th grade)

- Greet and direct guests
- Develop, grow, and direct the children's ministry
- Train all children's ministry volunteers on a routine basis
- Become knowledgeable in curriculum which is theologically sound and in agreement with BSBC's faith and practice
- Order materials for classes, small groups and Sunday Schools
- Lead Wednesday night activities and teaching, or delegate responsibility to a trained volunteer
- Serve as point person and director for two primary community endeavors: Vacation Bible School and Fall Festival
- Help maintain the church membership and visitor software

Other:

- Maintain a faithful walk with Jesus Christ, glorifying God and growing in grace
- Support the mission and vision of BSBC as a leader and as a faithful church member
- Encourage, love, pray for, and support BSBC children and parents

- Assist the elders and staff in any other duties not listed above but which may be necessary for the well-being of the church.