

Blythe Island Baptist Church

Job Description: Children Ministries Pastor

Overview: The children's ministries pastor is responsible to oversee the entire children's ministry, to excite and equip families to raise up the next generation for Jesus by modeling, resourcing and teaching them how to weave their faith in the Lord into their days with their children. The children's minister will recruit and train leaders who will touch children's lives with God's love, teach them God's Word and provide fellowship with God's people – laying a foundation that will keep children passionate about worshipping God, involved in and with God's people – the Church, and reflecting God's glory. We wish our children's ministry to be exciting and vibrant, yet relevant to their generation. Expected time commitment includes 40+ hours per week, depending upon the season. Summer activities including Vacation Bible School, camps, retreats or mission trips may require more. Participation in meetings and ministry trainings includes 2-3 hours per week.

Accountable to: Senior Pastor

Ministry Target: Birth-5th grade and their families

Primary Responsibilities:

1. Children's Ministry (Birth-5th grade)

- Communicate a vision of children's ministry and integrate it with overall discipleship ministry to the congregation.
- Oversee and coordinate all aspects of children's ministry.
- Recruit and train/obtain training for children's ministry leaders/workers.
- Recruit a VBS director and resource VBS.
- Oversee the selection of curriculum, schedule (dates, time of day), and stewardship of allocated budget.
- Provide curriculum interface with vendors, overseeing selection order and distribution of teaching materials and resources.
- Provide care and nurturing of children's ministry workers, devising ways to affirm and encourage them.
- Screen children's ministry workers and leaders before placing them in ministry:
 - a. Have everyone complete an application and sign a release form for a police background check. This is a safety precaution for the student's sake.
 - b. Process checks and file results in a confidential folder to be kept in a locked file cabinet in the church office.
 - c. Approve or disapprove workers and leaders for service in Children's ministry with input from the Senior Pastor.
- Investigate any complaints regarding children's ministry workers. Discuss complaints/problems with workers when warranted. Document and report serious matters to the Senior Pastor and proper authorities immediately.
- Approve all children's ministry programs, curricula, activities and disbursement of funds for supplies and projects, keeping within budgeted amount.
- Work with children's church leaders to plan weekly programs and participate as needed. Lead devotional time or special part in weekly service, either on a regular basis or as an occasional special guest.
- Be available to counsel and pray with children regarding spiritual matters.
- Pray for the children and children's ministry workers.
- Facilitate children's summer camp(s).

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2. General Responsibilities

- Be available to the Senior Pastor for opportunities of ministering to the needs of the people. This may include counseling, home visits at a time of need, and hospital visitation.
- Participate in staff prayer times, meetings, and training opportunities.
- Support team values with positive interactions and a willingness to facilitate others.
- Promote core values and vision at all times and teach these values to all creative ministry teams.
- Help in the worship services as needed.
- Take rotation for emergency contact for staff.
- Maintain quality time with family.
- Preach in rotation when Senior Pastor is out.
- Further responsibilities as needed by the senior pastor.

3. Character

- Maintain the highest sense of Christian integrity.
- Remain an open communicator, taking responsibility and admitting mistakes.
- Remain people-oriented and prioritize people over programs.
- Be flexible.
- Be a self-starter.
- Be a team player.

Verification Signature:

I have read and understood the job description outlined above and am in agreement with it.

Printed Name

Signed Name

Date