



Position Title: Director of Children's Ministry  
Reports to: Associate Pastor  
Status: Full-time, evenings and weekends required  
FLSA Classification: Exempt  
Creation/Revision Date: 2/02/10

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### **SUMMARY**

The primary purpose of the Director of Children's Ministry position is to give oversight to the ministry for children infant through 5<sup>th</sup> grade and their families. They will develop, create and implement children's ministries where the children and staff of CBC are mentored, trained and taught to genuinely know & love God, love others, and reach out to those who don't know Him yet.

### **ESSENTIAL FUNCTIONS**

- Give vision and administrative oversight to all aspects of the ministry to children and their families.
- Initiate and oversee a strategy to assist with the spiritual formation in the lives of those under his leadership.
- Recruit, equip, encourage and develop the Children's Ministries Leadership Team to serve effectively in children's ministries.
- Coordinate appropriate staffing needs for designated areas of children's ministry in cooperation with the ministry leaders.
- Coordinate communication between the various children's ministries.
- Ensure that all child protection procedures & protocols including screening, background checks, etc are completed, maintained and kept current.
- Coordinate the Bible curriculum for each segment of the Children's Ministry.
- Take adequate time for Bible study and prayer.
- Keep informed in his area of ministry and continue to develop his skills.
- Partner with the Associate Pastor to equip, encourage & empower parents as the mentors of their children, and to provide continuity throughout the CBC ministries to families.
- Other duties as assigned.

### **NON-ESSENTIAL FUNCTIONS**

- Counseling as needed.

### **QUALIFICATIONS**

To fulfill this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

#### **Education and/or Experience**

A bachelor's degree in Bible is preferred. Should also have training/education in childhood development.

#### **Other Skills, Abilities, and/or Training**

- Must be a mature, growing disciple of Jesus Christ who demonstrates His character in his relationships with people and whose life and behavior gives evidence of the fruit of the Spirit as outlined in Gal. 5:22-26.
- Must have experience in teaching, training and equipping leadership, volunteer staff and children.
- Should have the ability to teach and communicate clearly to groups.
- Must demonstrate a servant's attitude and have a spirit of cooperation, and be a team player.
- Should be spiritually gifted in leadership and administration with capable interpersonal skills.
- Must have a commitment to valuing and promoting both children and their families.



- Must be in full agreement with CBC's doctrinal & constitutional statements, work in cooperation with CBC's present philosophy of ministry, and be committed to CBC's core values of loving God, loving others, and reaching out.
- Should be able to fulfill and satisfy any additional requirements as referenced in the CBC Employee Handbook.

**PHYSICAL DEMANDS**

- Regularly required to remain seated in a normal position for long periods of time
- Occasionally required to stand for long periods of time
- Regularly required to move about
- Regularly required to climb stairs and/or ladders
- Regularly required to maintain balance while walking, standing, crouching, or running
- Occasionally required to stoop, kneel, crouch, and/or crawl
- Occasionally required to reach up and out with hands and arms
- Regularly required to talk and hear; verbally express information or instructions
- Regularly required to use hands to grasp objects, type, pick up objects, move objects, or hold objects
- Occasionally required to lift up to 25 pounds and carry a distance of 10 feet
- Occasionally required to push and/or pull up to 25 pounds a distance of 10 feet

**VISION REQUIREMENTS**

To successfully perform this position, individuals must possess the following:

- Close vision (clear vision at 20 inches or less)
- Depth perception and the ability to judge distances and spatial relationships
- Adjustable focus
- Ability to distinguish colors

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

The individual is regularly exposed to indoor conditions and moderate noise level; the individual is occasionally exposed to outdoor weather and temperature extremes.