

Children's Minister

Position Description

Position Title: Children's Minister
Classification: Full-time
FLSA Status: Exempt
Reports to: Senior Pastor
Adopted:
Revised: December 7, 2022

Summary:

The Children's Minister is responsible for giving direction to the overall Children (Birth-3rd grade) and Pre-Teen (4th-5th) Ministry of Tabernacle Baptist Church by planning a balanced program of spiritual training through age-appropriate education and experiences.

Qualifications:

1. Education: A Master of Divinity (or equivalent) from an accredited college and/or seminary preferred.
2. Experience: 3 years' experience in a growing children's ministry preferred. Must have excellent communication skills, a good knowledge of organizational behavior, and visionary planning abilities. Demonstrates an aptitude for collaborating with other staff and volunteers, self-disciplined pursuit for achieving goals, high sense of personal and professional achievement.
3. Must comply with the background check requirements.

Authority:

1. The Minister shall have the full authority and responsibility to carry out the duties of this position in coordination with the support of the Children's Ministry Team of Tabernacle Baptist Church.

Duties/Responsibilities:

1. Oversee children (Birth-3rd grade) and Pre-Teen (4th-5th) programs and ministries including Sunday School, Bible Study, Worship Arts, Missions, VBS, Big Church Bridge, camps/retreats, and family fellowships through cooperation with the Children's Ministry Team and other staff members in preparation for the children to have a meaningful transition into the student ministry.

2. Seek to lead children and family members to accept Jesus Christ as Lord and Savior, to become church members, to grow in grace, and to begin a lifetime of Christian service through the practice of personal discipleship.
3. Perform public relations for the Children's Ministry. Build strong relationships with the Weekday Preschool Director and the Early Childhood Education community.
4. Provide counsel to and activities for household disciples designed to enhance Christian family living by assisting parents with the special needs of children (birth-3rd grade) by resourcing parents and facilitating classes, seminars, and retreats with special emphases on pertinent topics regarding family discipleship.
5. Maintain an awareness of sound principles of children's ministry, including discipleship, and recommend developmentally appropriate curriculum and resource materials to all children ministry programs in consultation with the Children's Ministry Council and Discipleship Pastor.
6. Lead in the recruitment and training of adult volunteers to plan and support Children's Ministry programs and activities.
7. Develop and administer policies related to children's ministry and ensure current Child Protection Policy (adopted 1/22/2017, revised 11/3/2019) is followed before placing workers, leaders, and volunteers in service.
8. Lead the creative use and proactive upkeep of children's ministry facilities and area, and work with Operations Manager to ensure facilities are maintained and cleaned according to church regulations and best ministry practices.
9. Oversee budget expenditures for the Children's Ministry and lead the Children's Ministry Council in submitting annual budget requests to the Finance Committee.
10. Supervise the assigned Administrative Assistant and Children's Ministry Interns.
11. Serve as a member of the Ministerial Team and perform ministry and other duties as assigned by the Senior Pastor or, at his directive, the Discipleship Pastor.
12. Perform other duties as directed or required to effectively meet the objectives of this position.