

Director of Children's Ministry

Position Description

Position Title: Director of Children's Ministry
Classification: Full-time
FLSA Status: Exempt
Reports to: Executive Director
Adopted: March 2, 2025
Revised:

Summary:

The Director of Children's Ministry will be responsible for overseeing the spiritual development, programs, and activities for children (infants through 5th grade) at Tabernacle Baptist Church. The role requires a passion for nurturing children in their faith, a commitment to the mission of the church, and a heart for partnering with parents to create a safe, engaging, and Christ-centered environment for children. This individual will lead a team of volunteers, collaborate with other ministerial staff, and ensure that the children's ministry reflects the values of Tabernacle Baptist Church.

Qualifications:

1. **Education:** An associate degree or higher in education, child development, or a related field is required. Professional training in child development, Christian education, or ministry leadership is highly desirable.
2. **Experience:** Minimum of 3 years of experience in children's ministry or related fields, with a proven ability to lead and manage volunteers.
3. **Spiritual Commitment:** A committed and growing follower of Jesus Christ who is in agreement with Tabernacle Baptist Church values and mission and has a passion for ministering to children. A strong personal prayer life, a servant-hearted attitude, and a desire to make disciples of children.
4. **Skills & Competencies:** Strong leadership, organizational, and communication skills. Ability to engage and inspire children, volunteers, and parents. Experience in creating, planning, and executing children's events, programs, and classes. Ability to maintain a safe and welcoming environment, following all policies related to child safety and security.
5. **Personal Characteristics:** A heart for children and a desire to help them grow in their relationship with Christ. A team player who works well with church staff, volunteers, and parents. Flexible, energetic, creative, and patient. Strong problem-solving abilities and a proactive mindset. Must comply with the background check requirements.

Authority:

1. The Director 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. **Spiritual Leadership & Teaching:**
 - a. Develop and implement a biblically-based curriculum that aligns with the church's mission and doctrinal beliefs.
 - b. Teach children in an engaging and age-appropriate manner during worship services, Sunday School, Missions, camps, retreats, and other special events.
 - c. Oversee the planning and execution of VBS (Vacation Bible School) and other children's events throughout the year.
 - d. Provide guidance and encouragement to parents as spiritual leaders in the home, equipping them with resources for family discipleship.
2. **Ministry Planning & Administration:**
 - a. Manage and coordinate all aspects of the children's ministry, including scheduling, classroom management, and events.
 - b. Ensure proper staffing for children's ministry services, including recruiting, equipping, and supporting volunteers and teachers.
 - c. Maintain a safe, welcoming, and structured environment for children, ensuring compliance with safety policies, including background checks and child protection protocols.
 - d. Collaborate with the Children's Ministry Council to create the vision and support the implementation of children's programs and activities.
 - e. Oversee the development and budget for the children's ministry, working with the Children's Ministry Council, Executive Director, and Finance Committee to ensure financial accountability.
3. **Team Building & Volunteer Management:**
 - a. Recruit, train, and equip volunteers and leaders for children's ministry.
 - b. Foster a team-oriented, positive, and encouraging atmosphere for volunteers and staff.
 - c. Provide regular communication, support, and training opportunities for the children's ministry team.
4. **Parental Involvement:**
 - a. Communicate regularly with parents about the ministry's events, children's spiritual development, and resources available for home discipleship.
 - b. Create opportunities for parents to be involved in the children's ministry through special events, service projects, or family worship experiences.
5. **Outreach & Growth:**
 - a. Promote and grow the children's ministry through outreach events, inviting families and new children to be a part of the church family.
 - b. Build relationships with the community and schools to increase visibility and engagement with local families.

Working Conditions:

- This is a full-time, salaried position with hours that may include evenings and weekends depending on ministry activities.
- Occasional travel for training and attending children's ministry events/retreats is expected.
- Benefits include health insurance and paid time off.

