

## **Faith Baptist Church**

### **Position Description: Children's Ministry Director**

#### **I. Position Description:**

The Children's Ministry Director is responsible for ministry to the children and families of Faith Baptist Church. The Children's Ministry Director is accountable to the Lead Pastor.

#### **II. Specific Duties and Responsibilities:**

1. Prays regularly for parents, children, volunteers, church, and ministry
2. Trains, assists, and encourages all children's Sunday school teachers (Nursery-5th grade) and other children's leaders as needed. Provides leadership if necessary, as instructed by the Lead Pastor
3. Communicates regularly with families of the children regarding their children's needs or behavior
4. Communicates changing requirements and attendance as needed with church staff
5. Coordinate's schedule of volunteers for children's ministries to include all Sunday morning activities (i.e., Sunday school and church service)
6. Prepares preschool and school-age lesson materials during the week so that everything is prepared for the smooth flow of ministry on Sunday mornings
7. Sunday morning: set up, verifies volunteers are in place and identifies replacements if necessary, cleans up etc. with volunteer assistance
8. Communicates and coordinates with the Associate Pastor to Families, the Faith Baptist School Director, and the Faith Baptist Preschool as needed
9. Serves as point of contact for children's events and activities
10. Reports to the Lead Pastor

#### **III. Qualifications:**

1. Must be a Christian and a member of Faith Baptist Church, Kaiserslautern
2. Has completed all the required MinistrySafe screening prior to be hired, and undergoes follow up screening
3. Must have education and/or demonstrated experience that show the ability to perform the major duties of the position, to include coordinating church children's ministries and recruiting and training volunteer workers

#### **IV. Work Hours:**

Work hours are up to 16 hours per week with an exception to increase to 25 hours per week during special event weeks (Easter, VBS, etc.). The Children's Ministry Director's work schedule is within a fixed hourly schedule on the church campus.

The Children's Ministry Director is allowed up to six Sunday's off per year. It will be the responsibility of the Children's Ministry Director to coordinate coverage for his/her days off so that the children's ministries can be properly administered. On the Sunday's that the employee is working, he or she will be compensated for two (2) to four (4) hours. If all

volunteers, materials, and supplies are prepared ahead of time, it will be allowed for the employee to attend worship service and/or Sunday School during the Sunday's they are at work. One week's advance coordination will be required when scheduling a Sunday off.

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Employee

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Date

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Lead Pastor

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Date