



Ozark, Missouri
Position Description

Job Title: Minister of Children (Birth – 6th Grade)
Status: Part Time Position (12-15 hours per week)

The following description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required. It is derived from, and subject to, the bylaws of Selmore Baptist Church.

POSITION SUMMARY:

The minister of children is responsible to the senior pastor for planning, conducting and promoting the children's ministry of Selmore Baptist Church.

ESSENTIAL MINISTER OF CHILDREN DUTIES AND RESPONSIBILITIES:

- Lead the children's ministry team to plan, promote, conduct and evaluate programs that provide opportunities for spiritual growth and fellowship among children and their families, which may include VBS, children's church, special programs, missions opportunities, etc.
- Lead children to recognize the call of God in their life unto salvation and spiritual growth.
- Equip children for a lifetime of walking with God, by implementing a comprehensive strategy that lays a strong, biblical foundation for further spiritual growth as youth and adults.
- Train volunteers to prepare and teach Bible lessons that deliver a clear and concise gospel message, while taking into account the age specific learning needs of their students.
- Build personal relationships both with children, and their families.
- Provide parents with practical tools to disciple their children in the home.
- Ensure that all children's classes are adequately staffed on a weekly basis.
- Work with the children's ministry team to enlist and train adult workers. Motivate, instruct, and coordinate the activities of adult workers.
- Work with the senior pastor to select appropriate curriculum.
- Coordinate with the church's security team to implement policies and procedures to keep children safe.
- Ensure all children's workers have current background checks in accordance with the church bylaws.
- Assume responsibility of physical needs for all children's areas, including purchases (activities, supplies, etc.) and maintenance.
- Prepare an annual children's ministry budget for approval. Administer approved budget.
- Coordinate the children's program with the other ministries of the church by participating in monthly church council meetings.
- Relate the children to the overall life of the church and the church to the needs of its children.

- Perform other duties as assigned by the senior pastor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS FOR MINISTER OF CHILDREN:

- Spiritual maturity and a growing knowledge of God’s Word.
- Ability to motivate and administrate adult volunteers.
- Passion and ability to influence and affect children’s lives with the gospel of Christ.
- Passion and ability to equip parents to disciple their children in the home.

ADDITIONAL REQUIREMENTS:

- Have a personal relationship with God through Jesus Christ.
- Have followed the biblical mandate of believer’s baptism.
- Commitment to ongoing personal spiritual growth.
- Must become a member of Selmore Baptist Church.
- Practice tithing for the support of the church.
- Attend staff meetings as required.
- Ability to deal with conflict in a healthy, biblical and constructive way.
- Sufficient good health to perform duties/responsibilities effectively.
- Must pass criminal and personal conduct background check.
- Abstain from the use of alcohol, marijuana, and all illegal drugs.
- Ability to listen effectively and to communicate clearly, both orally and in writing.
- Basic ability to use essential computer software and social media.
- Commitment to confidentiality regarding the church, church staff and church members.
- Must be diligent and well organized.
- Must be a team player.
- Must be in agreement with the “Baptist Faith and Message 2000.”

Physical demands and working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read this position description and fully understand the requirements. I agree to follow the requirements of the position and will perform all duties and responsibilities to the best of my ability.

Signature

Date