Selmore Baptist Church

Ozark, Missouri

Position Description

 Job Title: Minister of Children (Birth-6th Grade)

Status: Part Time Position

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 provide

 opportunities for spiritual growth and build personal relationships with

 both children and their families.

 Work with the children’s ministry team to enlist, train, coordinate and

 motivate adult workers, including the weekly staffing of children’s classes.

 Work with senior pastor to select appropriate curriculum as well as other

 duties.

 Assume responsibility and coordinate with volunteers and teams to ensure

 all classrooms are inviting, clean and adequately supplied.

 Prepare an annual children’s ministry budget for approval and oversee

 spending.

 Integrate children into the overall life of the church and educate the church

 to the needs of its children.

 Coordinate with the church’s security team to implement policies and

 procedures to keep children safe.

 Attend staff meetings and church council meetings as required.

**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 to impact children’s lives with the gospel of Christ.

**ADDITIONAL REQUIREMENTS:**

 Have a personal relationship with God through Jesus Christ, testified by

 believer’s baptism.

 Become a member of Selmore Baptist Church.

 Practice tithing for the support of the church.

 Deal with conflict in a healthy, biblical and constructive way.

 Abstain from the use of alcohol, marijuana and all illegal drugs.

 Communicate clearly and effectively including use of technology

 and social media.

 Commit to confidentiality regarding the church, church staff and members.

 Be diligent and well organized.

 Be a team player.

 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 the job. Reasonable accomodations 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