



## Position Description CHILDRENS MINISTRY DIRECTOR

### Principal Function:

To serve the church by serving and building a comprehensive program of religious education and care for children, birth through the sixth grade, that aligns with the purpose and vision of the church and leads children into thriving relationship with Jesus Christ.

### Qualifications for the Position:

A person with a passion to help children and following Christ who innovates seeking new methods to capture the hearts and minds of children; who has the ability to inspire and develop volunteers to invest their energy toward the children's ministry vision.

- Requires a High School Diploma; Higher Education in the areas of childhood development and theology is preferred but not required.
- Requires a minimum of three years working in a leadership role in a school, church or similar children's educational and childcare environment.
- Requires the ability to listen effectively and to communicate clearly, both orally and in written form.
- Requires exceptional speaking skills and the ability to speak confidently before groups.
- Requires quality leadership and administrative skills and the basic ability to use computer software, such as Word, PowerPoint, Excel, and Outlook.
- Requires sufficient good health to discharge duties properly and the ability to walk, stand and sit, sometimes for prolonged periods of time.
- Requires passing criminal and sexual misconduct background checks.
- Requires commitment to biblical Christian principles and teachings both professionally and personally.
- Requires becoming a member of Cornelia Avenue Southern Baptist Church in good standing which includes a blameless life and upholding the membership covenant, Vision, Mission, and Values of the church.

### Requirements of the Position:

- Coordinate the preschool and children's educational program in Sunday School/Bible Study, Children's Church, Sunday and/or Wednesday evening activities, Missions Education and weekday activities.
- Participate in the planning and implementation of yearly events as deemed appropriate, such as Vacation Bible School, Halloween alternative, Christmas fellowship, pool parties, Easter celebration etc.
- Plan and conduct special projects for children such as retreats, camps, social activities, summer programs, etc.
- Administer any weekday activities, such as Mothers' Day Out, special events needing the nursery or childcare.
- Develop and oversee a Children's ministry leadership team to assist in ministry goals.
- Enlist and train leadership for all aspects of preschool and children's ministry.
  - Stay aware of training opportunities available through the Mid-Valley Association and or the California SBC and promote these events among children leadership.
  - Organize training events at the church as necessary and appropriate.
- Attend conferences, seminars and other events that would enhance children's ministry at CASBC.
- Participate in Denominational and Associational events as deemed appropriate and beneficial.
- Lead the workers in this area in a systematic program of children's outreach and follow-up.
- Supervise all paid and volunteer child-care personnel.
- Oversee the ordering of all literature and materials necessary for ongoing children's programs.
- Prepare and administer an annual calendar of activities and a childhood education budget
- Comply with all established church policies and procedures as well as all applicable federal and state laws.
- Insure that the check in/out system is properly managed and updated.
- Perform other duties as assigned by the Pastor or Minister of Education.

### Relationships and Meetings:

- Reports to the Senior Pastor or other professional staff member as he designates.
- Attend pastoral staff meetings, keeping staff apprised of dates, events, accomplishments, problems, etc.
- Serve as staff advisor for church councils and teams as assigned by the pastor.