

**FIRST NORTHEAST BAPTIST CHURCH
CHILDREN’S MINISTRY DIRECTOR POSITION**

The Children’s Ministry Director is responsible to oversee the entire children’s ministry to ensure a smoothly operating, safe and effective program. The director will recruit and train leaders who will touch children’s lives with God’s love, teach them God’s Word and provide fellowship with God’s people—laying a foundation that will keep children interested in the things of God and involved in church.

As a member of the professional leadership team, the Children’s Ministry Director should also exhibit the gifts of administration, leadership, teaching, evangelism, encouragement and prayer. This servant must be dedicated to the community of believers of FNEBC, have a demonstrated ability to work with individuals, have a passion for nurturing God’s children in faith, and be dedicated to effective team ministry.

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| Position | Children’s Ministry Director |
| Ministry Area/Department | Children’s Ministry |
| Salary | 15K |
| Hours | Part-time (25 hours per week) |
| Accountable To | Pastor Stephen Splawn, Lead Pastor |
| Ministry Target Group(s) | Children (newborn through 5 th grade) |
| Spiritual Gifts & Passions | Stable, maturing Christian that will influence and effect children’s lives with the gospel of Christ with the ability to shepherd |
| Length of Service Commitment | Two (2) years minimum |

RESPONSIBILITIES/DUTIES

- Oversee and coordinate all aspects of the children’s ministry with the ability to plan and lead weekly children’s Church program.
- Communicate vision for the children’s ministry with church leaders and the congregation regarding the purpose, value and procedures.
- Coordinate and oversee all Children’s Ministry programming, including but not limited to Vacation Bible School, Summer camps, special seasonal and monthly activities for children.
- Organize various training and planning sessions for children’s leaders/workers/volunteers.
- Be available to counsel and pray with children and children’s ministry workers regarding spiritual matters.
- Approve all children’s ministries programs, curricula, activities and disbursement of funds for supplies and projects, keeping within budgeted amount.
- Investigate any complaints regarding children’s ministry workers. Discuss complaints/problems with workers when warranted. Document and report serious matters to pastor and proper authorities.

PERFORMANCE INDICATORS:

Has good knowledge of position, maintain high standards in exercising duties and responsibilities, dependable, maintains enthusiasm, good judgement, cooperative, shares knowledge with staff and volunteers for mutual and organizational benefit, plans and organizes daily work routine, adheres to all safety and housekeeping standards established by FNEBC, communicates with all guests and members in a courteous and respectful manner, and displays a positive attitude in all interactions.

Application Period: May 3, 2021 – May 17, 2021