



509.943.8421
1107 Wright Ave
Richland WA 99354
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Children's Ministry Director – Job Description

August 2022

Hours per week – 30

Ministry Purpose

Children's Ministry Director is responsible for overseeing, stewarding, and leading the church's ministry to and with children, ages 0 – 6th grade, entrusted to him/her by God. He/she will direct the weekly instruction of children in accordance with the practices of the New Testament Church as described in Romans 12:9-15, Ephesians 4:11-12, Proverbs 22:6, Matthew 18:1-6, Mark 10:13-16, and Psalm 127:3-4.

Accountability

Reports to FBC elder responsible for NextGen ministry and works with FBC staff.

Roles and Responsibilities

Spiritual Responsibilities

- Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ
- Show by example the importance of Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship
- Explain the church's religious beliefs and practices to the public and give a reason for the hope he/she has (1 Peter 3:15) when asked
- Pray with those who contact the church in need
- Provide religious resources and assistance to those who inquire

Program Development

- Assess current program and volunteers
- Work with church leadership to develop a vision for children's ministry which will integrate with the other ages and programs of FBC Richland
- Facilitate the planning and execution of children's outreach programs (e.g., VBS, Awana, etc.)
- Select and oversee the implementation of age-appropriate curriculum and activities
- Team with student ministry director to establish and maintain a transition program for 6th graders into student ministry
- Participate in the development and maintenance of policies, procedures, and budgets for children's ministries

Communication

- Engage with parents concerning the needs of their children
- Provide monthly updates to parents and congregation about children's ministry activities, programming, and upcoming events
- Work with other ministry leaders to help integrate ministry both to and through the children

Team Building

- Recruit and train program leaders and volunteers
- Develop volunteers spiritually as they participate in children's ministries
- Provide care and support to volunteers
- Regularly attend scheduled staff meetings
- Be fully engaged and transparent with church staff

Education and Experience

This position requires a minimum of 5 years of ministry-related experience or education (e.g., work in early childhood education, Bible college degree, elementary teaching experience, etc.).

Skills, Knowledge, and Abilities

- Demonstrate a personal relationship with Jesus Christ through regular prayer, Bible study and worship attendance
- Exhibit a mastery of the fundamentals of Christian education and a love for people and a passion for their salvation and growth
- Possess strong written, verbal, organizational, and leadership skills
- Possess excellent people skills and a friendly demeanor
- Be a self-motivated person who can work in a team environment
- Be willing to learn new skills and solve problems
- Undergo and pass a pre-employment background check and ongoing periodic follow-up background checks