

**BETHANY COMMUNITY CHURCH  
JOB DESCRIPTION**

**Bethany North Director of Children's Ministries**

**Summary:** The Director of Children's Ministries oversees the volunteers, programs and care provided to our children, from birth - 5th grade, so that they might encounter Christ in transformative, age-appropriate ways.

**Location:** Bethany North

**Reports to:** Pastor/Director of Family Ministries

**FLSA Status:** Full-time

**KEY RESPONSIBILITIES**

- Provide engaging Christian formation opportunities and resources for weekly programming that inspires children, families, and volunteers to follow and be transformed by Christ.
- Oversee and strive to continually improve all operations of a thriving Children's ministry.
- Give supervision, accountability, and resources for volunteers, empowering them to creatively execute the objectives and policies of ministry to children and their families.
- Drive engagement by developing caring relationships with children, parents, visitors and members of Bethany North Community Church.
- Specialize in ministry for nursery, preschool, elementary, and tween age groups, assuming day-to-day operations of ministry.

**TASKS**

- Ensure that each weekly program and event is staffed with an adequate number of volunteers, and that each volunteer feels equipped to meet the objectives of that program or event.
- Deliver quality and timely provision of lesson plans and supplies for each weekly program.
- Write and maintain children's ministry annual budget.
- Provide volunteer training opportunities at least twice annually. Ensure that volunteers are aware of and compliant with Bethany's safety policy.
- Actively participate in Bethany North Family Ministry staff meetings and church-wide initiatives as agreed upon with supervisor.
- Gather and lead a Children's Ministry Advisory Team through monthly meetings to communicate vision and plans, foster parent engagement in the ministry, and encourage mentorship of students and volunteers.
- Collaborate with volunteers and staff to facilitate children's ministry special events.
- Communicate program and event information with children, parents, and volunteers with enough lead-time for families and volunteers to plan and commit to participation.
- Provide opportunities for volunteers, including youth volunteers, to grow in the skills needed for their particular role.
- Oversee and plan a VBS experience for children and families over the summer.
- Perform other duties as the situation requires or as assigned by supervisor.

## POSITION QUALIFICATIONS

- Possesses an established or emerging sense of call to inviting children towards a living relationship with Christ.
- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ
- Professes full agreement with the statement of faith of Bethany Community Church.
- Demonstrates a love for children and parents and a passion for connecting them to Christ.
- Bachelor's or Masters, with a focus on Children's Ministry and/or Spiritual Development; 3-5 years leading a vibrant children's ministry in a large church.
- Experience working with children in a variety of settings.
- Ability to effectively communicate and work with church leadership, volunteers and parents publicly and privately.
- Excellent verbal and written teaching and communication skills.
- Ability to comfortably interact with children, parents, and volunteers in a one-on-one basis, in a small group teaching/facilitation role, and in a large group-teaching role.
- Ability to contribute to a staff culture that aspires to excellence, teamwork, customer service and the ethics of servant leadership demonstrated by Christ.
- Willingness to learn and grow.
- Must be at least 18 years of age.
- Must be able to provide own transportation to and from the church.

## OTHER SPECIFICATIONS

<i>Work Schedule:</i>	Typical work schedule is Sunday through Thursday, 40+ hours/week
<i>Physical Demands:</i>	Must be able to work in a mobile environment. Must be able to help with event and weekend set up if needed. Must be able to lift small boxes and/or equipment up to 25lbs.
<i>Working Conditions</i>	Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule. The church environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that require multitasking. Non-smoking building and environment.
<i>Compensation:</i>	Dependent on experience
<i>Benefits:</i>	Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.

*This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.*