

## **Children's Minister Job Description Cliff Temple Baptist Church**

- The Children's Minister is expected to oversee a comprehensive ministry to children, preschoolers and their parents that helps Cliff Temple fulfill its mission.
- Position Summary: To plan and coordinate all education and fellowship opportunities for children ages newborn through sixth grade.
- Position Type: Full-time Minister
- Supervision: The Children's Minister is supervised by the Pastor and accountable to the Personnel Committee.

### **Primary Job Description**

1. Manage and oversee all aspects of the Children's Ministry.
2. Hire and supervise paid childcare workers in nursery and other children's events as necessary.
3. Serve as an advocate, role model, spiritual mentor and encourager of our children and families.
4. Coordinate with church leadership to schedule yearly Children's Ministry calendar.
5. Research and obtain or create Children's Ministry curriculum. Ensure materials are ordered and distributed in a timely fashion.
6. Solicit and secure the involvement of children's parents in the planning, implementation, leading, teaching and supervision of children's activities.
7. Lead and supervise, or enlist other responsible adults to lead and supervise, all children's activities.
8. Develop, implement and maintain a secure method of receiving and returning children from and to parents before and after all classes and activities.
9. Manage and supervise volunteers involved in the Children's Ministry. Provide teaching tools and supplies to volunteers.
10. Develop and carry out adequate communication of preschool and children's activities. Maintain children's ministry-related bulletin boards.
11. Participate in and help lead congregational worship.
12. Conduct quarterly parenting seminars/learning opportunities.
13. Attend weekly staff meeting and conduct regular communication with all staff.

### **Qualifications**

1. Bachelor's degree in relevant discipline required. Master's degree desirable. Commitment to continuing education required.
2. Growing commitment to Christ, including a strong Biblical foundation.
3. An attested call to working with children, including: teaching, proclaiming the gospel, nurturing spiritual growth and leadership development.
4. Relational ministry style.
5. Theological compatibility with Cliff Temple Baptist Church.
6. Ability to creatively communicate the Word of God.