



## Children's Ministry Director Detailed Description

We have identified the core functions of children's ministry and the skills needed to perform those well. We realize that one person will not be able to possess all of the necessary skills needed.

### Information about Job:

Currently in the church budget:

- 20 hours - part time work
  - Typical Perkinsville member hours do not fall into this contract time
    - Expected to regularly attend one of the PBC worship services
    - Expected to be a part of a small group and/or Sunday School class
  - Be in attendance and available prior, during, and after children's events
    - Sunday mornings, Wednesday nights, special events
  - Expected to participate in Perkinsville Church staff meetings to ensure that Children's Ministry issues get raised and addressed and to ensure that the Children's Ministry operates in support of Church initiatives
- \$25,000 salary
  - Potential to pay for education (seminary classes or early childhood education/elementary education classes) based on needs and budget funds

### Qualifications:

The leader must be a person who has the qualifications to lead children's ministry

- Prior experience with teaching and/or serving in children's ministry
  - To demonstrate understanding of developmental appropriateness for ages Birth - 5th grade, classroom management skills, and teaching strategies
    - Minimum: someone with experience working with children and understanding
    - Preferred: someone with an early childhood/elementary education certification
- Rooted in the faith. A mature believer that has consistently demonstrated Biblical discernment in their lives
  - A Bible-believing Christian, actively participating in a local church continuously for the last 5+ years
  - Is Biblically literate and has theological soundness in accordance with the Baptist Faith and Message
  - Must submit under the spiritual leadership of Perkinsville Church
  - Eternity is at stake for our children. Must provide an environment and a team able to share the gospel
- Must be able to pass a background check and routine drug screening.

### Children's Ministry Core Functions:

- Sunday Mornings
  - Nursery (8:30 service, 9:45 Sunday school, and 11 service)
    - Currently hosting nursery services for birth-4 year olds
  - Sunday School (9:45-10:45)
    - Currently have 2 classes, PreK-2nd and 3rd-5th
  - Children's Church (during 11 am service)
    - Currently 4 year old-5th grade attend children's church during the sermon of the 11am service after congregational singing
- Wednesday Nights
  - Kingdom Kids
    - Currently have Bible lessons, crafts, and games for PreK-5th grade
- Special needs ministry
  - 1-1 assistance with children during Sunday School hour and Kingdom Kids on Wednesday night

- Special Events
  - Vacation Bible School
    - A week-long event coordinating 150+ volunteers and children
  - Christmas Play
    - Currently have a children's play Mid-December for 4 year olds-5th grade
  - Activities such as the fall festival, field trips, etc.
  - Churchwide events
  - Children's music (not currently a function, but it is desired)

### **Responsibilities and Skills:**

Looking for a leader that is able to:

- Delegate authority, not responsibility
  - Be the responsible party for all of the core functions of PBC children ministries
  - Problem solver that can delegate tasks, while also assisting in facilitating core functions
  - Team member as well as Team Leader
- Provide mentorship, leadership, and guidance to the children's team
  - Set up a team (children's ministry coordinators) that collectively has all of the skills needed to make the core functions run smoothly
- Recruit, integrate, and train volunteers to lead and assist coordinators during core functions
  - Personnel coordination, scheduling, assisting in teaching
  - Provide training on selected curriculum
  - Create a list of stable of volunteers reliable backups to provide redundancy in the event of cancellations
- Lead the logistics coordination of all children's ministry activities
  - Problem solver
  - Helps with providing space, budget, equipment, scheduling, communication/advertising
- Select curriculum to be used during core ministries and/or assist in developing curriculum
  - Understanding of developmental levels, theological soundness, Biblical literacy
- Be focused on the safety of children
  - Ensure that volunteers/team properly accounts for important allergies, dietary restrictions, medical information for children
  - Keep records of emergency contacts for all children
  - Skilled and trained in discerning signs of abuse, trafficking, and hunger/physical needs
- Be an effective communicator
  - Connect with all of the other ministries at PBC (staff, elders, children's ministry coordinators) and able to relay the information from church leadership to children's leadership coordinators and volunteers
  - Setting clear expectations to all volunteers
  - Able to continually have conversations to make sure the expectations are followed
  - Interacting with families of children
  - Interacting with children. Be able to recognize when children are not understanding and rephrase. Possess classroom management skills
  - Advertising events
- Able to create and manage a budget for all of children's ministry core functions

### **Skills:**

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| <ul style="list-style-type: none"> <li>● Biblical literacy</li> <li>● Theological Soundness</li> <li>● Understanding of developmental appropriateness for ages Birth - 5th grade</li> <li>● Time management</li> <li>● Organizational skills</li> <li>● Effective Communicator</li> <li>● Team Builder</li> <li>● Scheduling</li> <li>● Able to budget</li> </ul> | <ul style="list-style-type: none"> <li>● Problem solver</li> <li>● Mentor</li> <li>● Networker</li> <li>● Ability to train volunteers</li> <li>● Delegator</li> <li>● Teaching Strategies</li> <li>● Classroom management skills</li> <li>● Sense of fun</li> <li>● Willingness to learn</li> </ul> |
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