

Director of Children's Ministry
First Baptist Church of Pendleton, SC

The Director of Children's Ministry shall work under the direction of the Pastor to develop and lead programs for children (currently defined as birth through grade 5) that will provide a strong foundation for understanding of spirituality, worship, outreach, evangelism, missions and discipleship. This is a salaried part-time position with a time commitment that is expected to average 25 hours per week.

Qualifications:

- Committed Christian
- Passion for God and children
- Knowledge of developmental stages of children
- Able to relate well to parents and children of all ages (birth through grade 5)
- Demonstrate a servant's heart
- Team player
- Able to teach
- Willingness to learn and grow
- Self-motivated with ability to take initiative and work independently
- Organized, good time-management and planning skills
- Bachelor's degree from an accredited college or university in education, religion, or a related field

Job responsibilities:

- Work with Children's Council, Nursery-Preschool Council, Sunday School leadership, other volunteers, and parents to coordinate and plan programs and activities including Sunday School, Wednesday nights, Vacation Bible School, camps, mission projects, and social activities. This includes arranging for appropriate qualified drivers/transportation.
- Help children participate in worship by scheduling and sometimes leading A Time for Children, helping recruit candle lighters, distributing children's bulletins, and coordinating children's chapel.
- Communicate with parents and volunteers about upcoming activities.
- Provide leadership for major children's ministry events such as Vacation Bible School, Fall Festival, and Easter Egg Hunt.
- Work with Children's Council and Nursery-Preschool Council to recruit volunteers for programs.
- Coordinate with volunteer teachers to ensure all classes are covered. Teach children's classes as needed.
- Ensure that needed materials are available for children's ministry activities.
- Coordinate with the Minister of Music to plan children's music activities.
- Recruit and supervise paid nursery workers for Wednesday nights and special events.
- Manage the budgeting, collection and disbursement of funds for children's programs.
- Establish and maintain a mature Christian example for the children, serving as a mentor/role model.
- Be aware of church policies and procedures to ensure a safe environment for children's activities and regularly monitor compliance. Help identify and implement new policies as needed.
- Other duties as assigned.