

Children's Ministry Director

Job Description

This position will, in Christian love, reach out and connect with the children and families in our church and community to share the Gospel of Jesus Christ and foster relationships through programs, events, and Bible study for children, birth through 6th grade.

Responsibilities/Duties:

1. Coordinate Nursery, Preschool, and Children's Divisions
 - Provide training for leaders, Evaluate and select appropriate curriculum and materials alongside Pastor of Education, Conduct regular planning meetings within all educational ministries, Oversee and provide leadership to the Children's Leadership team
2. Supervise Biblical Educational Programs
 - Enlist/supervise/organize/train leaders for the following programs: Sunday School, Sunday evening Bible Drill/Bible Buddies/Bible Tots, Wednesday evening WaySeekers, Nursery (various weekly rotations and special events), Children's Church, Summer activities (including VBS and Wednesday night "fun nights"), Church camps (including Heroes Camp and Student Life camp), Children's Choir (1st thru 6th grade), Preschool Choir (PreK), Toddler Rotation (serves Sunday morning and Wednesday night), Monthly Mission Projects, and special projects
3. Outreach and Family Engagement
4. Collaboration with Staff
 - Coordinate programming and aid in curriculum selection, training, and scheduling
 - Attend weekly meetings, and work side by side with other staff members with a positive, engaging servant's heart for all church activities and events
 - Maintain records and databases for all programs and activities
 - Check and promptly respond to emails, voicemails and mail received
 - Ensure thorough and efficient communication with parents regarding updates, curriculum, newsletters, emails, flyers, and social media
5. Plan and Implement Vacation Bible School (VBS)
6. Coordinate Off-Site Activities
 - Plan, implement, and oversee activities like summer camps, retreats, and off-site activities held away from the church
7. Financial Management
 - Prepare annual budgets and manage division finances effectively and responsibly
8. Counseling and Support
 - Provide guidance, understanding, and spiritual counseling for children and families as needed
9. Committee Involvement
 - Serve as an ex-officio member of the Church Council and relevant church committees related to preschool and children's ministry
10. Other Duties
 - Perform additional responsibilities as assigned by the Pastor

Qualifications:

- Must be a baptized, born-again believer with a maturing relationship with Jesus Christ which is reflected in action, attitude, and behavior
- Strong commitment to Christian faith and values
- Must be aligned with the Baptist faith and beliefs
- Commitment to the vision and mission of Gaston Baptist Church
- Preferably, will have an educational background/experience in Christian ministries, Biblical Studies, or a related field and willing to continue training/education
- A proven passion for children's ministry
- Biblical knowledge with a servant's heart
- Dependable and self-motivated, paying attention to details and striving for excellence
- Impeccable judgment in areas of discretion, sensitivity, and confidentiality
- Excellent organizational and leadership skills that bring excitement with cheerful outlook
- Effective communicator and team player
- Ability to work collaboratively with church staff and volunteers
- Strong written and verbal communication skills
- Conflict management skills
- Basic computer skills, including Microsoft Word and Excel
- Innovator willing to bring innovative ideas with a solid biblical foundation to children's ministry

Reports to: Senior Pastor

Hours: Can be Full-time or Part-time Salaried position with selected benefits offered by Gaston Baptist Church

Compensation: Negotiable with experience