



Director of Children's Ministry

Job Description

The Director of Children's Ministry will provide chief visionary leadership and create an environment where Kids (Kindergarten – 6th grade) grow closer to Jesus Christ.

Accountability

Directed by the Senior Pastor

Position Responsibilities and Vision

I. Vision

1. Develop a clearly defined vision and strategy for discipleship within the Children's Ministry (CM) that works in conjunction with the overall vision and ministry of Hillcrest Baptist Church.
2. Stay up to date with current models/ideas and make yearly recommendations for changes.
3. This responsibility encompasses the creation of safe, welcoming, and stimulating environments where children can learn and grow in their faith. This includes the physical design of classrooms and large group spaces, as well as the overall atmosphere of weekend services, mid-week programs, and special events.

II. Leadership

1. The Children's Director works to ensure that the children's ministry is not a siloed entity but an integrated part of the larger church community. This includes collaborating with other ministry leaders, creating opportunities for intergenerational connections, and championing the importance of children's ministry to the entire congregation. Most specifically, working with the Preschool Director to integrate from the preschool and with the Student pastor to integrate into the Student ministry.
2. Recruit, train, and coordinate workers for CM classes and events, worship services, and Hillcrest programs.
3. Oversight of the ministry's financial resources is a significant responsibility. The director is responsible for developing and managing the children's ministry budget, ensuring that funds are allocated effectively to support curriculum, supplies, events, and volunteer appreciation.
4. Provide oversight and planning for all aspects of CM programming, including:
 - a. Children's Sunday School
 - b. Children's Church (Sunday AM)
 - c. Children's Choir & Discipleship Training (Sunday PM)
 - d. AWANA (Wednesday)
 - e. VBS
 - f. Summer Wednesday Nights
 - g. Any other events/ideas as directed by the Senior Pastor
5. Coordinate sanitation and safety protocols for CM
6. Coordinate with the Front Desk Coordinator to maintain current records and databases for volunteer contact information, applications, and background checks.
7. Create and maintain a file in coordination with the Front Desk Coordinator for events with event information, a detailed timeline, notes suggesting enhancements, and things that went well so that the event can be easily planned again, changed, or duplicated for the next year.

III. Daily Duties

1. Oversee and expand the Goodnews Club in area schools.



2. Tasked with selecting and implementing a cohesive and age-appropriate curriculum that is theologically sound and engaging for children at various developmental stages.
3. Organize, set up, and stock classrooms with necessary supplies.
4. Visit classes for evaluation and teacher support in order to address any issues or emergencies that arise. Teaching classes as needed.
5. Assist Senior and Associate Pastors in visiting young church families involved in CM as requested; to consult with parents regarding an issue with their child; and to refer to certified counselors as appropriate.
6. Counseling children at the altar as needed.
7. Ensure thorough and efficient communication with parents regarding updates, events, and curriculum details, via newsletter, emails, flyers, and social media.
8. Perform other duties as assigned by the Senior Pastor.

Personal Abilities & Skills

- Organizational and administrative abilities to lead multiple areas of ministry and coordinate many volunteers.
- Strong giftedness and confidence in public teaching, and various forms of communication.
- Must possess a clear conviction that all God's people are to make disciples and seek to fulfill the Great Commission. A student in current discipleship methods and models.
- Proven skills in Small group ministry contexts, specifically in areas of group leadership and leader training.
- Strong ability to work with people of various temperaments, gifts, passions, and church backgrounds.
- A consistent self-starter who is willing to accept responsibility for the success of their ministry.
- Maintains appropriate discretion and confidentiality regarding the personal information of the people of Hillcrest.

Personal Qualifications

- Must demonstrate a clear call to vocational ministry.
- Must be in full agreement with our statement of faith contained in The Baptist Faith and Message 2000.
- Must be in full agreement with the *Christian Testimony & Lifestyle Agreement* and Employee Handbook.

Evaluation

- The Senior Pastor will conduct an annual performance review.

Compensation

- Full-time, Salaried W2 position
- Yearly Salary Range \$52,000 to \$60,000, depending on qualifications.
- Vacation Compensation (see Employee Handbook)
- As a member of the Southern Baptist Convention, this position has access to Guidestone Financial Resources (retirement, insurance, etc.)