

RED LANE BAPTIST CHURCH
STAFF JOB DESCRIPTION

Job Title: Ministry Director for Children and Discipleship

Job Reports to (title): Pastor

Exempt or Non-Exempt¹: Exempt / Full Time

Job Directly Supervised: (titles/number) Summer Interns (approximately a dozen paid positions) and numerous volunteers

Basic Purpose: To oversee and manage the Children's Ministry and the Educational Ministry of Red Lane Baptist Church

ESSENTIAL RESPONSIBILITIES:

Note: Time percentages are estimates.

Children's Ministry

A. Oversee Children's Church and Extended Nursery Care (5% of Time)

- Recruit Extended Care Coordinators, Extended Care volunteers and Children's Church teachers and assistants
- Provide curriculum, training and/or guidance as needed
- Make sure all equipment and toys are age appropriate for each classroom
- Secure background checks on all volunteers

B. Oversee Sunday School ministry to children (see hours under Educational Ministry-A.)

- Work with Sunday School Directors, Sunday School Coordinator and Nominating Committee to recruit teachers and associates
- Provide curriculum, training and/or guidance
- Keep Resource Room stocked with essentials
- Plan and implement a new members class for children (usually to be held for 4 weeks in the spring of each year)
- Secure background checks on all teachers and associates teaching children from birth through age 17

C. Oversee Wednesday night ministry to children (5% of Time)

- Recruit teachers and assistants
- Provide curriculum, training and/or guidance
- Keep Resource Room stocked with essentials
- Secure background checks on all teachers and assistants

D. Oversee all other children's ministries, including but not limited to the Harvest Celebration, Discover Easter, Vacation Bible School, the children's Christmas celebration, the Summer Children's Program and a specific ministry to 5th and 6th graders (25% of Time)

- Plan, advertise, evaluate and keep records of events
- Recruit volunteers
- Advertise, hire and supervise summer interns if applicable
- Provide training and guidance
- Provided curriculum and/or materials
- Keep Resource Room stocked with essentials
- Supervise the event
- Make sure the Gospel is presented in some form either verbally or through a tract
- Follow up with new children/families that are unchurched

¹ Fair Labor Standards Act (FLSA) Evaluation Available in Job File in Church Office.

E. General responsibilities associated with the children's ministry (12% of Time)

- Keep Preschool/Nursery policy updated
- Secure childcare for certain events, such as training and business meetings
- Develop relationships with parents and children's ministry workers
- Express appreciation to volunteers (and interns) regularly
- Keep abreast of the health of the various ministries; deal with concerns
- Oversee efforts to ensure safety, cleanliness and an appropriate learning environment, including developing, updating and carrying out safety procedures and providing child protection training
- Provide leadership and assistance in mission trips involving children's ministry

Follow up with any decisions for Christ

Educational Ministry

A. Oversee the Sunday School ministry, working closely with the Sunday School Leadership Council (16% of Time)

- Work with Sunday School Directors, Sunday School Coordinator and Nominating Committee to recruit teachers and associates
- Provide Coordinator, Directors, Teachers and Associates with job descriptions and job requirements
- Secure signed commitment forms from each leader
- Provide curriculum, training and/or guidance
- Make Sunday School room assignments annually and update as needed
- Work with staff and Sunday School Leadership in developing and implementing a new believers/new members class
- Secure background checks on all teachers and associates teaching children from birth through age 17
- Express appreciation to volunteers
- Keep abreast of the health of the ministry; deal with concerns
- Give leadership to Sunday School growth; consider multiple Sunday Schools and alternative ideas to keep starting new units

B. Oversee the Discipleship Ministry, including the Wednesday night classes, as well as other opportunities (5% of Time)

- Plan and advertise each semester of Wednesday Night Discipleship Classes
- Recruit teachers and assistants
- Provide curriculum, materials, training and/or guidance
- Express appreciation to volunteers
- Keep abreast of the health of the ministry; deal with concerns
- Plan and implement church wide discipleship or training opportunities (usually held in the winter on a Saturday and /or Sunday or on Wednesday nights for one month)

Administrative Duties

A General Responsibilities. (32% of Time)

- Maintain office hours, for correspondence, planning, consulting, assisting, etc
- Attend weekly staff meetings, Sunday and other services, and appropriate committee meetings
- Participate in the missions and evangelism both independently as well as with church projects
- Submit monthly articles to "The Word" and weekly articles to the bulletin
- Participate in and advertise denominational meetings and training, as well as events hosted by other groups
- Prepare and manage an annual budget
- Ensure ministry is carried out in accordance with the Baptist Faith and Message 2000.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed below and the Work Behaviors Checklist² are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

Education and Experience

Bachelor's Degree – required

- Degree in Children's Ministry or Education Ministry – Preferred
- Seminary Degree in like fields – Preferred

Experience in Children's Ministry and in Education – 2 years required

- Church staff experience in these areas – preferred

Experience in church work (volunteer or staff) – 2 years required

Skills and Knowledge

Spirituality required

- Testimonial of a personal relationship with Jesus Christ; commitment to personal spiritual growth; and dedication to the salvation and discipleship of others

People skills required

- Friendly, caring, open minded, good listener

Personal skills required

- Initiative, confidence, sensitivity, flexibility, able to withstand conflict

Managerial skills required

- Motivation, leadership, planning, discernment, verbal and written communication skills, the ability to recruit people, the ability to handle conflict

Basic computer skills required

- MS Word – intermediate knowledge
- MS Publisher - intermediate knowledge
- Internet navigation – beginning to intermediate knowledge
- Email – beginning to intermediate knowledge

² Completed American Disabilities Act Work Behavior Checklist is available in the Job File in the Church Office.