

**First Baptist Church of Champaign at Savoy
1602 Prospect at Burwash • Savoy, IL 61874
217-352-2240
www.fbc-cs.org**

**Director of Children's Ministry
Job Description**

Date Prepared: February 2010

Board Responsible to: Christian Education

Works Under Supervision of: Senior Pastor

Personal and Experience Requirements: This person is to have a clear personal and experiential relationship with Jesus Christ. He/She must have proven leadership and organizational skills, and an ability to effectively work with volunteers and professional staff. A college education and experience in children's ministry are preferred. Must fully support the Vision and Mission of First Baptist Church and its leadership team.

Job Summary: Under the guidance of the Senior Pastor and Christian Education Board, the Director of Children's Ministry will lead and develop the ministry programs for all children through 5th grade. The Director of Children's Ministry will do this primarily by building teams and supporting and training leaders in the various areas of children's ministry. He/She will work in a supportive team-relationship with youth ministry leadership.

Responsibilities:

1. Oversee and coordinate all aspects of children's ministry to include Sunday School, AWANA, Kids Connection, Music and VBS ministries
 - a. Recommend and order curriculum and program materials
 - b. Recruit volunteer leaders, workers, and substitutes; fill in for absent leaders and workers as needed
 - c. Ensure that children's ministry workers and leaders are properly screened
 - d. Equip, motivate and support ministry volunteers
 - e. Serve as a resource and liaison for children's ministry workers, leaders, staff and congregation
2. Oversee administration of children's ministry
 - a. Develop and administer the children's ministry budget
 - b. Record and report on the progress of children's ministry efforts to Senior Pastor and CE Board
 - c. Maintain children's ministry supplies
 - d. Participate in training and professional development opportunities
 - e. Communicate and coordinate all children's ministries and activities with staff, children, parents and the wider congregation
3. Oversee the development of expanded ministry opportunities
 - a. Identify and develop new children's ministry opportunities that will help disciple children and reach out to unchurched children in our community
 - b. Support opportunities for parents to strengthen their parenting skills

Required Skills:

1. Must have a love for children, have a passion for ministering to them, have the ability to motivate volunteers, be creative, and be a self-starter.
2. Communicate and establish effective working relationships with all levels of people, conveying a genuine concern for their needs and a desire to provide exceptional service.
3. Must be detail oriented, flexible, and decisive with the ability to organize and coordinate work, set priorities, and follow through.
4. Ability to effectively present information and respond to questions from parents, staff or congregation.
5. Ability to analyze and interpret educational materials.
6. Proficient in computer skills.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch or crawl; and talk and hear. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.