

Director of Childrens Ministry

Job Description

Updated: August 2021

Status: P/T (10 hours) – 10 month contract **Reports to:** Lead Pastor **Salary Scale :** \$20 per hour

Summary

This position will provide leadership, direction, and oversight for the Childrens Ministry department within Thornhill Baptist Church(TBC).

Pastoral Duties

Those recognized as staff within TBC should be able to verbalize a sense of a God given calling to service within Childrens Ministry. They should be able to articulate a theology/philosophy of ministry that shapes their ministerial engagement. They must have gifts that are strategic to the fulfillment of the position description.

The Director of Childrens Ministry will serve in three critical roles: **shepherd, developer, and manager**. We are looking for someone who can effectively lead in different environments and contexts depending on the need, and equip others into deeper service with Children at TBC

Shepherd

As shepherd this position will develop strong relationships with volunteers, families, and children with the desire to help them grow in their relationship with Jesus and in their relationship with others. This position will also have the abilities and gifts to communicate God's Word effectively volunteers and children. The vision for this role is to mobilize the church by empowering laypeople to serve in various roles throughout the Childrens Ministry programs – helping others to successfully accomplish and fulfill the vision of TBC.

Developer

As developer, this position will purposefully and strategically train and equip lay people ie.) volunteers to equip and prepare them to minister to the Childrens ministry. They will host monthly meetings to discuss vision, direction and strategy with their volunteer team. Through this process, the Childrens Ministry director will also train and equip volunteers - who will be the primary ministers to the children in the Childrens Ministry program. The vision of this role is to attract and grow future leaders within TBCs Childrens Ministry department and invest in them with the purpose of increasing their leadership capacity.

Manager

As manager, this position will provide both short-term and long-term strategy and leadership to create and maintain a culture of discipling children. The Director of Childrens Ministry is responsible for planning and maintaining necessary policies and guidelines; hiring, onboarding, and coaching of volunteers; creating and administering the discipleship ministry budget lines; and ensuring effectiveness within the Childrens Ministry.

Key Responsibilities

- **Lead Childrens Ministries**

- i. Coach, develop, and give direction to the team of Childrens Ministry volunteers
 - ii. Lead weekly programs for the Children of TBC on Sunday mornings
 - iii. Facilitate monthly meetings with the volunteer team to provide and receive input and feedback on our current Childrens Ministry programs
- **Contribute to the overall leadership and spiritual direction of TBC**
 - i. Be an active member of the TBC Staff Team.
 - ii. Meet with the Lead Pastor weekly to receive feedback, mentorship, and coaching
- **Initiate and plan ministry to children within TBC and the surrounding community**
 - i. Lead an effective and growing Childrens ministry.
 - ii. Identify and provide age appropriate and relevant curriculum that will advance the vision of TBC
- **Dedicated time to personal development**
 - i. E.g., Reading, attending conferences, taking courses.
- **Administrative duties**
 - i. Preparing and managing the allocated budget for the Childrens Ministry

Preferred Qualifications and Attributes:

- Experience within Childrens Ministry
- Church Leadership - Experience leading ministries within a church
- Leader of Leaders - Able to develop and lead others who in turn can effectively disciple children.
- Public Speaker – Skilled and experienced communicator
- Disciple-maker – Able to coach followers of Jesus in taking next steps in their spiritual growth.
- Team Player - Thrives in a team environment and enjoys collaborating with others on projects.
- Innovative – Able to identify needs and initiate new projects and directions.
- Flexibility – Able to adapt, take necessary risks with a team, and move at a fast pace.
- Time Manager – Able to prioritize needs within the Childrens Ministry
- Tech skills - Work efficiently within a PC environment and quickly learn new software and features.
- Other Relevant Skills – Writing, networking, partnering with outside organizations

Character and Behavioural expectations

Perfection is not expected; growth is. Leaders are expected to strive to “live a life worthy of the calling they have received” (Eph. 4:1). Some of the characteristics evident in an effective leader include:

- Committed to a growing, dynamic, and personal relationship with Jesus. Includes personal spiritual practices such as reading God's Word and having an active prayer life.
- Humility and a strong desire to continue learning and growing both professionally and personally.
- Committed to the larger Church family and maintaining unity. Models life lived within community.
- Fierce commitment to honesty and truth in both leadership and personal life.
- Prioritizes healthy relationships with family, including spouse if married.

- Prioritizes healthy relationships with others outside of the ministry, such as close, meaningful, friendships.

Confession of Faith

All TBC staff shall be in full agreement with the TBC Mission, Vision and Values, as well as the North American Baptist Conference Confession of Faith.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by individuals within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, or responsibilities associated with the position.