

BEREAN BAPTIST CHURCH

FAYETTEVILLE, NC



Children's Ministry Superintendent

Responsible to: Director of Student Ministries

General Job Description

Serve as the superintendent of all children's ministries of Berean Baptist Church

Skills and Qualifications

- Must be a member of Berean Baptist Church
- Must be in complete agreement with the church covenant and articles of faith
- Must remain actively involved in outreach and a church ministry
- Must be able to speak to visitors and members about Christ, the Gospel, and Bible topics as needed
- Must be able to pray with visitors or persons attending ministry activities
- Must adhere to the policies set forth in the employee handbook and employee expectations
- Must possess a strong desire to serve in a distinctively Christian ministry
- Must have a strong Christian faith and commitment
- Must have high personal motivation, self-management, and detail-orientation
- Must be able to take responsibility for meeting deadlines and making progress without direct supervision
- Must be able to work in MS Office products
- Must possess strong people skills and an ability to work well with employees
- Must be able to pass a satisfactory background check
- Must have a history of dependability

Responsibilities

- Set up KidCheck for Sunday Services
- Collect information from all visitors with children using KidCheck
- Schedule teachers for the 8:30 service Powerhour, 9:30 Sunday school, and 10:45 Powerhour
- Provide attendance sheets to all teachers in the 8:30, 9:30, and 10:45 services
- Report attendance numbers to the church administrative staff
- Teach in the Sunday morning ministries as needed
- Assist with curriculum review and teaching supplies
- Assist the Director of Student Ministries with teacher and volunteer recruitment
- Contact all volunteers via text to ensure they are prepared to serve in their slot
- Ensure all new volunteers sign our Policies and Procedures Hand Out
- Ensure background checks are performed for volunteer staff prior to them working in children's ministry
- Oversee excellence in all of the children's ministry team
- Train new volunteers as needed
- Communicate regularly with the Director of Student Ministries with needs of the ministry
- Coordinate the purchase of needed supplies for Sunday morning children's ministry