

BEREAN BAPTIST CHURCH

FAYETTEVILLE, NC



Children's Director

Responsible to: Director of Student Ministries

General Job Description

Serve as the director of all children's ministries of Berean Baptist Church under the supervision of the Assistant Pastor.

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

- General
 - Set up KidCheck for all services if not done by the Nursery team
 - Functional use of the Raptor system
 - Collect information from all visitors with children using KidCheck
 - Schedule teachers for the 8:30 Powerhour, 9:30 Sunday school, and 10:45 Powerhour
 - 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
 - Assist with curriculum review and purchase of appropriate teaching supplies
 - 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
 - Maintain slides for weekly staff meeting and debrief supervisor as a proxy in the meeting
 - Communicate maintenance and janitorial needs to Executive Pastor

Children's Ministry Director Job Description (continued)

- Keep inventory of the AWANA supplies, order as necessary and communicate changes to the café supervisor
- Sunday Children's Ministries
 - 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
 - Spot check rooms after use for cleanliness
- AWANA
 - Coordinate and oversee all aspects of the AWANA ministry
 - Train new volunteers as needed
 - Coordinate and oversee all aspects of major children's ministry events, to include: AWANA quiz bowl, AWANA store, AWANA grand prix, etc.
 - Set up each Wednesday for AWANA activities to include:
 - Large Group room - Computer, projectors, flags, chairs (4 sections), table (check-in), stand for secretary
 - Game room – table with two chairs, clean up after BBA (closet and gym)
 - Cubbies & Puggles– put welcome desk in place, open classroom doors
 - Sparks – open classroom doors, put supplies and color binders in rooms
 - T&T – open classroom doors, put supplies and color crates in rooms
 - Clean rooms after AWANA use
 - Cubbies and Puggles – put away welcome desk, check desk/floors/bathrooms and clean if needed
 - Sparks and T&T – check desk/trash/floors and clean if needed
 - KidCheck – logout and turn off
- Summer Children's Activities
 - Coordinate and oversee all aspects of Vacation Bible School to include but not limited to:
 - Recruit and train all necessary volunteers; schedule and lead pre- and post-event review meetings
 - Coordinate advertising and all graphics with church administrative staff
 - Coordinate purchase/rental of t-shirts, bounce houses and all other supplies
 - Coordinate all other details (decorations, music, etc.) to ensure successful event
 - Coordinate and oversee Wednesday evenings children's activities when AWANA is not in session.
- Special Events
 - Coordinate child care for older children (6-12 yrs) for any church-sanctioned special event when childcare is included, to include First Class and annual Ladies' Conference
 - Coordinate Children's sermon for Men's Retreat
 - Coordinate and run the fall festival in October
 - Additional events or programs may occur as the ministry leadership sees fit for the growth of the church