



JOB DESCRIPTION: CHILDREN'S DIRECTOR (BIRTH - 6TH GRADE)
(Revised August 2021)

A. Overview

The Children's Director will be primarily responsible for assisting families in laying the foundation for children to become Jesus followers with a Biblical worldview by presenting the Gospel in age-appropriate ways. Through thoughtful planning and preparation, the Children's Director will provide leadership for age-appropriate Bible study, discipleship, praise/worship, missions education, missions involvement and fellowship events in a safe (physically and emotionally) and engaging environment for children, birth through 6th grade. This part-time position requires a Wednesday evening and Sunday morning schedule.

B. Qualifications

1. The Children's Director shall have a passion for Jesus that is contagious.
2. This person shall be an approachable and outgoing Christian, a member in good standing of an evangelical church, in agreement with the Church Covenant and Statement of Faith and become a member of First Baptist Church North Kansas City.
3. This person shall have a genuine commitment to the gospel ministry and a sense of divine call to children's ministry (birth - 6th grade).
4. This person must have the ability to plan, organize, direct and lead the Children's Ministry of a dynamic and growing church while staying current in best practices for working with children.
5. This person shall have sufficient skills and experience to relate Bible teachings and applications to real life questions and situations that apply to children and their families in an increasingly challenging culture.
6. This person shall demonstrate the ability to meaningfully interact and communicate with children and their families to build lasting redemptive relationships.
7. This person shall demonstrate the ability to recruit, train, empower and lead a team of ministry volunteers.
8. Bachelors in related field and/or seminary degree preferred.

C. Responsibilities

1. Serve and support the vision, mission and strategic plan of the church.
2. Leadership
 - a. Inspire children and their families to know and follow Jesus while developing a Biblical worldview that promotes cultural discernment.
 - b. Create a dynamic, meaningful and safe (physically and emotionally) atmosphere for spiritual growth among children.
 - c. Strategize, create and implement an action plan to develop a growing and vibrant ministry to children including age-appropriate Bible study, discipleship, praise/worship, evangelism, missions education, missions involvement, service,

- intergenerational involvement and fellowship in collaboration with the Senior Associate Pastor-Education and Administration and ministry volunteers.
- d. Coordinate and lead Sunday morning and Wednesday night children's programming and/or other children's activities in collaboration with the Senior Associate Pastor-Education and Administration and ministry volunteers.
 - e. Plan, implement and attend children's summer camps, VBS, mission activities, outreach events, fundraisers and/or other church sanctioned children's events.
 - f. Recruit, inspire, train, empower and equip ministry volunteers to support the vision of the children's ministry, as well as coordinate ministry volunteer scheduling for the nursery and primary student areas.
 - g. Develop and guide a Children's Ministry Council for planning, collaboration, calendaring and accountability.
3. Communication
 - a. Create an effective informational network to communicate schedules and responsibilities to ministry volunteers.
 - b. Prepare written communications/updates regarding the Children's Ministry for parents and church family.
 4. Finance
 - a. Prepare and administer budget within the established guidelines and in compliance with FBCNKC policies and procedures.
 - b. Purchase supplies needed to equip the ministry (teaching resources, craft items, snacks, etc.).
 5. Safety
 - a. Oversee the safety and cleanliness of the children's ministry space.
 - b. Assist church office with maintaining necessary children's health records.
 - c. Develop and oversee secure Check-In/Check-Out procedure for children.
 - d. Create/maintain Family Orientation and Ministry Volunteer handbooks.
 - e. Ensure proper completion of background checks for all children's ministry volunteers prior to their participation.
 6. The Children's Director shall:
 - a. Be under the direct supervision of and report directly to the Senior Associate Pastor-Education and Administration.
 - b. Assist Pastoral Team with ministry care.
 - c. Work in close cooperation with leadership teams and other members of the church staff.
 - d. Collaborate with the Pastoral Team in making First Baptist Church North Kansas City a friendly and welcoming place for children and their families.

D. Compensation and Benefits

1. Compensation shall be set by the church upon recommendation of the Personnel Committee when a call is extended by the church.
2. Compensation will be an hourly rate, not to exceed 20 hours a week and may be adjusted as needed by Personnel Committee.

E. Additional Duties as Assigned by the Senior Pastor and Senior Associate Pastor-Education and Administration

- F. Other:** Other policies related to compensation, benefits and termination of services are outlined in the church's Personnel Policy.