



## FBCC Children's Minister / Director

**PRINCIPAL FUNCTION:** The Children's Minister/Director is to lead the children of the church to fulfill its mission faithfully, effectively, and lovingly. He/She is responsible for directing the planning, coordination and evaluation of the preschool and children's program. He/She will work with the Sunday School Director and the pastor regarding the direction and vision of the children. He/She will serve as a member of the Church Council. The Christian growth of the children and preschoolers should be this person's primary concern.

**REQUIREMENTS:** Preferably, a degree from an accredited college, university, or seminary, ideally in a related discipline (e.g. Child Development, Education, Christian Education, etc.). Experience in Church Preschool and/or Children's Ministry Leadership.

**ACCOUNTIBILITY:** The Children's Minister/Director is accountable to the Pastor, Personnel Committee, and Church Body.

### GENERAL EXPECTATIONS:

- Must have a growing relationship with Jesus Christ.
- Attends church for regular worship services and special services.
- Must support and speak positively about staff, church leaders and members of First Baptist Centerville.
- Maintains flexible working hours as determined by the needs of the ministry.
- Should have knowledge concerning relevant legal and governmental guidelines, regulations, laws, and ethical issues.
- Must be aligned with FBCC doctrine, vision, goals, values, and policies.

### AGE DEFINITIONS:

- First Kids program (6 months – 4 years)
- Preschool (newborn – Kindergarten)
- Children (1st grade – 5th grade)
- Children's church (1st grade – 3rd grade)
- AWANA (3 years – 5th grade)
- Centrikid camp (3rd grade – 6th grade)

## RESPONSIBILITIES:

- Lead preschoolers and children in learning about Jesus Christ.
- Able to teach the Bible based on developmental age.
- Minister to parents of preschoolers and children as needed.
- Create and maintain safe and welcoming environments for guests, preschoolers, children, and their families.
- Responsible for all teaching materials, curriculum, and events for preschoolers, children, and First Kids program.
- Develop and maintain a strategy for reaching and assimilating new children and families.
- Promote and plan children's mission opportunities.
- Recruit Sunday school teachers and volunteers for preschool, Children's church, and AWANA.
- Hire/dismiss, train, evaluate and supervise all paid child care personnel including monitoring time cards and payroll forms.
- Maintain schedules for Sunday school teachers (including substitutes), volunteers in preschool for regular church services and special events, and volunteers in Children's Church/Centerville Kids/AWANA.
- Send preschool and Children's church volunteers monthly schedule via email, then also text and/or call to follow up the Thursday prior to the Sunday they are scheduled to serve.
- Verify all preschool and children volunteers have an up-to-date background check on file in the church office.
- Organize and recruit volunteers for Vacation Bible School (VBS) and Centrikid camp each summer.
- Participate at Winshape camps at Green Acres and Central Baptist each summer.
- Manage the annual preschool, children's, and First Kids budgets.
- Participate in regular staff meetings, retreats, and conferences as directed.
- Assist other ministerial staff to develop annual church calendar.
- Lead in a long-range plan for the Preschool and Children's division.
- Advise Sunday school teachers, volunteers, and First Kids staff in the use of curriculum, equipment, supplies, and space.
- Maintain adequate supplies needed for all preschool and children's programs.
- Maintain a clean and organized environment, including supply/equipment areas, in all preschool and children's areas.
- Conduct special training projects for volunteers.
- Other duties as needed but not listed.

Please submit PDF resume and cover letter to [search31028@gmail.com](mailto:search31028@gmail.com).