

“Children’s Minister Job Description”

Position Summary:

The Children’s Minister will help to shape the vision and coordinate the church’s ministry to and with children (Ages birth through fifth grade) and their families. The Children’s Minister is a part-time staff member of Mt. Olivet Baptist Church and is accountable to the church membership through the supervision of the Pastor. He/She is expected to work an average of 20 hours per week including on-site visibility on Sundays, Wednesday evenings and special children’s events.

Responsibilities:

- Provide leadership in developing a meaningful, age appropriate worship experience for children (i.e., children’s church).
- Collaborate with all volunteers who work with children, seeking to enhance the various children’s ministries (i.e., Bible study, missions, music, fellowship, etc.)
- Serve as a resource to the VBS Director in planning, conducting and evaluating the annual Vacation Bible School.
- Guide the Children’s Ministry Committee as they work with the Church Council to design and implement a strategy for ministering to children and their families in our community.
- Work with the Youth Minister to ensure a smooth transition for children in fifth grade promoting to the youth ministry.
- Ensure a safe environment for children physically, emotionally and spiritually.
- Serve as a spiritual role model. Model healthy church and family life by maintaining appropriate spiritual discipline and balance in personal, family, work and community life.
- Work with the Children’s Ministry Committee to develop and monitor the annual Children’s Ministry budget.
- Attend the Children’s Ministry Committee meetings and other meetings (as needed) which may include the Church Business Meeting, Church Council and Sunday School Council.

Qualifications:

- Must have a definite call to Children’s Ministry that provides an environment in which children can grow in a personal relationship with Jesus.
- Must have a college degree in education or have equivalent past experience working in children’s ministry in church.
- Must complete the Children’s Ministry Certification Program through the Virginia Baptist Mission Board. The church will provide financial support.
- Must have a positive spirit.
- Must be a team player who supports the total work and mission of the church.
- Must be able to delegate when appropriate.