

**Position Title: Director of Children's Ministry**  
**Reports To: Senior Pastor and Elders**

**Principle Function:** The Director of Children's Ministry is responsible for leading and assisting church program organizations in developing and implementing a comprehensive ministry to children from birth through 5th grade.

**Specific Responsibilities:**

1. Lead the church in planning, conducting, and evaluating a comprehensive ministry to children from birth through 5th grade; a primary focus should be on establishing a foundational exposure, understanding, and respect for God's word, recognizing that it is through God's word that our children can come to understand the fullness of Jesus as Lord;
2. Assist the Nominating Team by enlisting leaders in all areas of children's ministry;
3. Provide training, assistance, and supervision to leaders in the children's ministries of the church;
4. Determine and recommend organizational structure, space usage, supplies, and equipment needs for the children's ministry;
5. Work with the children's ministry leaders and others in developing and implementing appropriate guidelines, policies and measures to enhance safety, security, good health and general well-being among children in the care of Good Hope Baptist Church;
6. Lead, by example, children's ministry workers in evangelistic outreach, working with the framework of the church's overall outreach strategy to reach children and their families for Jesus Christ;
7. Communicate clearly and regularly with workers and with the families of children in order to maintain a high level of information exchange for the promotion and enhancement of the ministry;
8. Advise and lead in the selection of curriculum, materials, themes, emphasis in children's ministry in keeping with the overall vision and direction of the church, ensuring all curriculum and material is biblically solid;
9. Develop creative strategies to reach new families, their children and to minister to those already enrolled;
10. Working with volunteer ministry leaders, coordinate and maintain the provision of nursery volunteer staff, for the nursery-age children, for Sunday morning services, Wednesday evening services, choir rehearsals, special services and presentations (not responsible for arranging childcare for 'extra-curricular' Sunday School class activities or fellowships);
11. Develop, under the guidance of the Senior Pastor, an appropriate ministry budget proposal to submit through him to the Finance Team;

12. Operate the children's ministry within its budget and within cash-flow parameters;
13. Communicate effectively in both written and oral forms;
14. Invest in relationships and commitment to the Lord Jesus.

**General Responsibilities:**

1. Work closely with and in cooperation with the Senior Pastor, fellow staff members, committees, elders and lay pastors in promoting and supporting the entire ministry of Good Hope Baptist Church;
2. Meet with individuals and families as needed;
3. Serve as an effective liaison to assigned committees;
4. Participate as needed in hospital and crisis ministry;
5. Supply pertinent and timely information to the administrative staff for the purpose of promotion and the communication of information relating to his area of responsibilities in ministry;
6. Support the total ministry of the church through attendance, encouragement, and faithful financial stewardship;
7. Perform other duties as assigned by the Senior Pastor and/or Elders;
8. Meet regularly (i.e. weekly, or so) with Senior Pastor to cultivate and maintain a close working relationship;
9. Submit annually to a review by the Senior Pastor and/or Elders for the purpose of providing formal opportunity to offer constructive and corrective input intended to help the Director grow in effectiveness in the assigned ministry responsibilities;
10. Faithfully maintain regular office hours;
11. Establish and nurture an ongoing healthy relationship with all demographics (age, family status, homebound, etc.) of the church family;
12. Serve on the Preschool Governance Board.

**Personal Responsibilities:**

1. Conduct personal and family life as faithful servant and disciple of Jesus Christ;
2. Develop personal evangelism opportunities within and outside of the church;
3. Maintain a vital and growing personal walk with Jesus Christ through consistent Bible study and prayer.

**Supervision:**

The Director is responsible directly to the Senior Pastor and shall work under his supervision, looking to him for general direction in performing his duties. The Director is also responsible to the Elders and should accept general guidance from them as well. In the event the Senior Pastor is not available, the Elders will serve in a supervisory role.

**General Guidelines for Education and Experience:**

Bachelor's Degree or applicable experience having successfully developed, implemented and led spiritual development programs for children is required. Master's Degree in Christian Education, Divinity, or related field preferred. Previous experience in leading teams, supervising/coaching, and training others in a multi staff environment is preferred.

Revised 5/20/09