

Title: Part-time Children's Director

Reports to: Associate Minister

Hours: Approximately 20 to 25 hours per week

Job Description: The Part-time Children's Minister, under supervision of the Associate Pastor, is responsible for direction and oversight of all Children's Program at DBC except for Sonshine Preschool. Responsibilities include selection of curricula, volunteer schedule and training, and oversight of programs and events with a goal of helping children grow spiritually. Also, walk along side parents and help them to understand their role in raising their children as Scripture dictates.

Spiritual Requirements:

- A born-again believer in Jesus Christ and actively involved in a local church body.
- Maintain an active and growing relationship with Jesus Christ, being continually discipled and making disciples.
- Live a life that is actively sharing the Good News of Jesus Christ with all who enter our doors.

Attitude Requirements & Responsibilities:

- Maintain an attitude of humility and cooperation with all.
- All work is to be done at the highest level of integrity, excellence, and confidentiality.
- Perform duties and responsibilities in a manner to glorify Christ and further the mission and ministry purposes of God's church (Colossians 3:23, 24).

List of Responsibilities:

1. Work with staff and lay leadership to accomplish the mission and vision of DBC
2. Recruit, train, support, and evaluate lay people in various volunteer ministries for children.
3. Understand life cycles of children to ensure each child is taught appropriately according to their age and ability to learn.
4. Work in coordination with the Associate Pastor to fulfill the mission and vision of DBC.
5. Adhere fully to the Child Protection policy and provide training so that workers and volunteers meet all of the policy requirements.
6. Plan and supervise the work of various programs of the Children's ministry, to include, but not limited to: Nursery care, Sunday School programs, Children's Worship, Wednesday evening Programs, Vacation Bible School, summer camp, and other special events; and coordinate childcare staff for ministry events.
7. Build relationships with parents of Children's Ministry.
8. Identify pastoral care needs and direct these needs to the clergy staff for attention and to attend to those needs as appropriate.
9. Supervise and assist with the check-in process for participants on Sunday and Wednesday evening.
10. Assist Sunday School Teachers, Nursery Workers, and Wednesday evening teachers in curriculum planning and help secure materials needed for classrooms. Support the selection of curricula for children's spiritual growth and Bible study.

11. Manage Children's Ministry resources and work with the Associate Pastor for requisition of such resources.
12. Assist the Associate Pastor in planning, implementing and overseeing a budget for Children's Ministry.
13. Plan, implement and coordinate with the Office Staff a yearly calendar for children's events and provide information for church print and digital media.
14. Maintain the highest level of confidentiality regarding all attendance/contact information or other communications regarding the Children's Ministry and DBC.
15. Adhere to the guidelines set forth by the Church Constitution and Bylaws and Policies and Procedures Manuals.
16. Serve as an effective liaison between church members, committees, and staff members.
17. Work with the Security Team to assure the safety of all children in the program.
18. Perform other duties as assigned by the Senior and Associate Pastor.