

JOB DESCRIPTION

Position Title: Minister of Children and Families' Ministries

Principle Function: Responsible to the Senior Minister for leading the Church to develop a comprehensive ministry for children and their families. This will be done in consultation with other staff members and church program organizations concerning activities, policies, and procedures that relate to their areas of responsibility.

Responsible to: Senior Minister

Hours: 30 hours per week (full benefits)

Qualifications:

Personal: must be a person who loves Christ and people of all ages; must have a positive and supportive attitude; must have Christian character and maturity; must have attributes that work well in a "team approach" with other church staff members.

Spiritual: must be a person of spiritual depth and devotion; a person deeply committed to Christ and to His Church; a person who believes in the authority of the Bible; a student-teacher of the Biblical faith; must be ordained or desire to seek ordination. (Ordination is required for Minister title.)

Experience: must be a person who has been nurtured by and involved in a Baptist Church or be willing to embrace our core values. A person with leadership experience is preferred; and must be able to administer and effectively lead children's ministries.

Education: must have a college and preferably a seminary degree. Children's ministry certification may be considered in lieu of seminary degree.

Communication Skills: Proficient in various means of communication: face to face, technology, written, and group dynamics

Responsibilities

1. Develop a comprehensive vision for Children and Families' Ministry and develop, review, and implement goals to accomplish this vision.
2. Work with children and families to guide children to a profession of faith in Jesus Christ and to continue to nurture these children in their faith development.
3. Develop and implement an outreach and recruitment plan for children and their families in conjunction with other staff.
4. Work in cooperation with organizational leaders to plan, implement, and evaluate a comprehensive ministry for preschoolers, children, and their families.
5. Work in cooperation with the Enlistment Committee in selecting, enlisting, and training children's leaders, including Sunday school and mission education leaders.
6. Develop and review security policies regarding child safety every quarter.
7. In consultation with the Minister of Education, advise concerning the selection and use of program materials, curriculum resources, equipment, supplies, and space as related to children's ministry.

8. Monitors children's classes weekly to maintain proper learning environment, safety, and general welfare.
9. Stay informed about current children's educational methods, materials, promotional ideas, trends, and administrative techniques through attending conferences and workshops and participating in self-study programs.
10. Works with the Children's Ministry Committee to provide seasonal activities that enhance the faith development of children and their families; coordinates the planning of special projects and activities such as Vacation Bible School.
11. Prepares and administers the annual budget for children's ministries.
12. Provides a weekly children's sermon in worship.
13. Serves as a staff liaison on the Enlistment Committee, Preschool and Children's Ministry Committee, and Weekday Education Committee per the committee description handbook.
14. Keep parents informed of upcoming events.
15. To recruit, train, and supervise the work of the Director of Sonshine Learning Center and to provide support and resources for the Sonshine Learning Center.
16. Perform other ministerial duties as assigned by the Senior Minister.

Conditions of Employment:

1. Must unite with our church family by membership, per the Personnel Policy.
2. Prefer residence in this area.

Updated April 7, 2026