South Haven Baptist Church
Kid's Ministry Director
Staff Position Description

Part I – General Information

Under the supervision of the Senior Pastor, the Kid's Ministry Director will be responsible for directing, overseeing and leading a comprehensive children's ministry from birth through sixth grade.

- Position Classification: Full time, 40 hours/week or more with benefits.
- Church Affiliation/Beliefs: Affirm 2000 Baptist Faith and Message. Will be a member of South Haven Baptist Church.
- Education: High School diploma or above (College preferred).

Part II – Duties and Responsibilities

1. Develop ministries that are creative, exciting, innovative and relevant to the children and families of the church.
2. Create and implement policies and procedures for children's ministries which will ensure best practices are taking place in regard to safety and security.
3. Work with ministry leadership to enlist leaders and volunteers for ministry positions in the children's ministries to include Sunday school (birth – sixth grade), AWANA, Kids Church and other ministries as they are identified and developed.
4. Partner with parents in the ongoing task of raising children to know and serve the Lord.
5. Work with the Pastors to conduct and or plan training opportunities for children's ministry leaders and volunteers.
6. Evaluate age-appropriate program materials, equipment, supplies and space for children's ministry.
7. Work with Pastors and the Administrative staff to develop an annual budget and manage funds for the fiscal year.
8. Coordinate, lead and attend children's ministry volunteer meetings.
9. Implement, oversee and communicate vision for Kids Ministries, including but not limited to:
    - Preschool Ministry
    - AWANA
    - Kids Church
    - Vacation Bible School

10. Minister to the church family and the community in the following ways:
    - Serve as a counselor to those in need of guidance regarding life and spiritual situations.
    - Teach discipleship classes as needed.
    - Serve as staff leader for churchwide projects as assigned.
    - Staff liaison for assigned ministry teams.
    - Be prepared to minister and serve in areas not specific to Kids Ministry.
    - Attend weekly staff meetings.

Part III – Supplemental Information

1. Acknowledge Jesus Christ as personal Lord and Savior.
2. Calling of the Lord to serve in the capacity of Kids Ministry.
3. Impeccable integrity and ability to maintain the highest level of confidentiality.

4. Visionary and passionate, as well as creative and energetic.
5. Leadership abilities to include organization, delegation, administration and interpersonal relationships.
6. Ability to work well with parents, volunteers, church staff and children.
7. Effective oral and written communication skills, as well as ability to interact with many different individuals in a professional manner.
8. Strong decision-making skills.
9. Self-motivated with a team approach with the ability to motivate, recruit and encourage volunteers.
10. Ability to handle stress well.
11. Computer, tech and social media knowledge and familiarity.
12. Able to work with minimal supervision.

<u>Disclaimer:</u>

This position description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to the job.