

Children's Director  
First Baptist Church - Shelbyville, TN

**Job Description:**

To establish, implement and carry out a children's ministry where each child knows God loves them, Jesus died and rose again for them, that they can know Him through salvation and worship Him personally in every area of their lives. To partner with parents and families to help their children "seek Jesus first".

**POSITION SPECIFIC**

- This is a full-time staff position that reports directly to the Senior Pastor.
- This position should be highly visible and the face of our children's ministry.
- Take oversight, responsibility, and administration of an effective Sunday School program for all children birth to fifth grade, appropriately age-graded, to include curriculum selection, recruitment and training of teachers, and regular class visitation to encourage both teachers and children.
- Take oversight, responsibility, and administration of an effective Wednesday Night program for all children birth to fifth grade, appropriately age-graded, to include curriculum selection, recruitment and training of teachers, and regular class visitation to encourage both teachers and children.
- Take oversight, responsibility, and administration of an effective Children's Church program for children aged K to fifth grade during regular Sunday Morning Worship service to include curriculum selection, recruitment, and training of teachers.
- Take oversight, responsibility, and administration of the childcare program aged birth to 4 years old, appropriately age-graded, including the recruitment and training of volunteer teams that serve on a rotational basis (Sunday Morning) and volunteer/paid (Wednesday Nights and special events).
- Develop, implement, and oversee our annual Vacation Bible School for ages K to fifth grade to include curriculum selection, recruitment and training of volunteers, and church set-up and usage.
- Develop, implement, and oversee our Good News Club programs within the local elementary schools during the fall and spring of each year. This will include recruitment and training of volunteers and a visible presence within the schools creating relationships with school administrators.
- Develop, implement, and oversee all special events related to children throughout the year – examples include Easter Egg Hunt, Fall Festival, Parent/Child dedication, special music and musicals (with cooperation/support from Worship Pastor).
- Be available to greet, hug, love and counsel children as needs may arise – and to work with parents, as requested, when their children "begin to ask questions about Jesus".
- Require, complete and regularly update criminal and sexual background checks on every volunteer or paid staff within the children's ministry with no exceptions.

## GENERAL

- Be a person saved by grace by faith in Christ alone.
- Be an obedient and active witness to the Gospel of Jesus Christ.
- Spend time in prayer and Bible study daily.
- Contribute to the team spirit of the pastoral staff and office through fellowship, encouragement, cooperation, prayer support and other ways as they come up.
- Stay current with ministry trends within your responsibility.
- Participate in all regular services of the church.
- Maintain regular and reasonable office hours.
- Participate in the general pastoral care of the congregation.
- Agree with and support the church constitution and by-laws, as well as the Baptist Faith and Message 2000.
- All other duties as assigned by the Senior Pastor.