

Children & Families Director

Job Description

Trinity Baptist Church
Manchester, TN

Position Reports To: Senior Pastor

Job Classification: This position is an exempt (salaried) and full-time position. Full-time position as defined by federal law is at least 40 hours per week. Vacation and sick leave is addressed in our Policies and Procedures Manual.

Position Summary: The Director of Children & Families Ministry is involved in all phases of ministry for children in the areas of birth through fifth grade. Responsibilities include overseeing the planning, coordinating, and implementing of various programs for weekly ministries and annual events, as well as developing outreach for children and their families and recruiting and equipping volunteer leadership and workers from within the church body.

Education/Experience (preferred, but not required):

- Bachelor's Degree
- Master's of Divinity
- Ministry/Teaching Experience
- Organizational Experience

Personal Qualifications:

The ideal candidate will demonstrate:

- A strong walk with God through a growing relationship with Jesus Christ as evidenced by his or her actions, attitudes, and relationships;
- A personal commitment to the spiritual disciplines of Bible reading, prayer and worship, among others;
- A passion for children and their families to come to know Jesus Christ;
- A teachable spirit, with a desire to grow in his or her faith and abilities;
- A dedication to being a disciple who makes disciples;
- A belief in and support of the doctrinal beliefs of Trinity Baptist Church (2000 Baptist Faith & Message);
- Creativity, energy, and passion while confidently making decisions to execute his or her vision;
- Competent leadership abilities, including organization, delegation, administration, and relationship building;
- An ability to work well with parents, volunteers, church staff and children;

- An understanding of the importance of confidentiality and professional discernment;
- An aptitude for leading, training, and equipping parents to become the primary discipler of their children;
- A practical working knowledge of personal computing with specific experience in Planning Center and Microsoft Office, or a willingness to learn; and
- A commitment to serving the community of Manchester, TN as a representative of Trinity Baptist Church and our Lord, Jesus Christ.

Specific Duties:

The Children and Families Director will be expected to:

Program Development:

- Manage a comprehensive, Bible-centered teaching and curriculum plan for children nursery to 5th grade;
- Develop programs to target outreach to the community and facilitate personal Christian growth and discipleship in the children's department;
- Coordinate nursery or childcare for special events;
- Plan and conduct special projects, camps, and retreats for the children's department;
- Develop and implement growing programs of the children's department to include, but not be limited to: Sunday School, Discipleship, Missions, Children's Worship, Vacation Bible School and special events;

Ministry Care:

- Provide ministry care to children, parents and prospects; including hospital visits and crisis situations;
- Assist pastoral staff and members in times of need;
- Adhere to strict confidentiality policy and practice;
- Be visible and approachable to visitors and congregation;

Administration:

- Attend weekly staff meetings;
- Assist the staff in the planning and presentation of annual budgets and in overseeing the expenditures of funds;
- Build and lead a children's ministry team;
- Prepare and submit a yearly calendar for children's ministry in cooperation with the children's team;
- Assume responsibility for safety and security procedures for the children's ministry, including screening and training volunteers who serve in the children's ministry;
- Attend annual professional development, training conferences, or workshops;

General:

- Periodically meet with a support team to discuss upcoming plans, receive feedback, and prayerfully pursue God's plan for the children's ministry;
- Communicate consistently and effectively with parents/guardians of the children involved in our children's ministry;
- Assist other staff and volunteer leaders as needed;
- Complete job duties, including ministry and outreach;
- Disciple the church;
- Invest in the local community;
- Represent Trinity as a staff member and attend church functions outside of typical hours as necessary;

Physical Requirements:

- Be of good general health with the capability of lifting approximately 30 pounds; and
- Be physically active in a way that allows him or her to participate in children's activities and sports.

Working Conditions:

- The office assigned is in a temperature controlled environment. This position will require activities outside the church building from time to time.

Terms of Employment:

- The job description is not all inclusive; there may be other duties assigned by the Senior Pastor.