



## Ministry Profile

# Children's Director

**Purpose:** This profile is intended to outline the basic expectations and responsibilities for the position of Children's Director. As will all areas of ministry, there are times when additional responsibilities will be required that contribute to the mission of the church beyond the Children's ministries. The Lead Pastor, in concert with the Personnel team, reserve the right to amend, edit, add to, or take away from the duties, responsibilities, and expectations of this position *with the full knowledge* of the Children's Director. Any edits will be prayerfully and carefully considered in consultation with the Children's Director

**Position:** Children's Director

**Supervisor:** Lead Pastor

**Status:** Bi-Vocational or Part Time

## Areas of Ministry Responsibility:

### Wednesday Night:

- Oversee and work in cooperation with the Awana Commander
- In cooperation with the Awana Commander:
  - \* Ensure The Bible is faithfully and accurately taught and that the Gospel of Jesus Christ is proclaimed with a call to respond in repentance and faith. Implied in this duty is the responsibility to evangelize the children (prayerfully in concert with their parents/guardians). Although a "Gospel presentation" won't necessarily occur every week, the Gospel itself should always be present in some way.
  - \* Recruit, supervise and utilize a leadership/teaching and volunteer team.
  - \* Organize the collection of guest data and ensure a follow-up system is utilized and results are communicated to the office to be integrated with the church database.
  - \* Ensure that all properties and equipment are appropriately utilized and cared for.

### **Sunday Morning:**

- Ensure The Bible is faithfully and accurately taught and that the Gospel of Jesus Christ is proclaimed with a call to respond in repentance and faith. Implied in this duty is the responsibility to evangelize the children (prayerfully in concert with their parents/guardians). Although a “Gospel presentation” won’t necessarily occur every week, the Gospel itself should always be present in some way.
- In conference with the Lead Pastor, select age-appropriate Bible studies for preschool and elementary children.
- Recruit and train nursery care volunteers for the infants and toddlers
- Recruit and train small group leaders for Preschool and Elementary aged children.
- Promote participation in Calvary Kids Praise and Calvary Kids gathering (during corporate worship gathering)
- Lead (disciple) the leaders to care for and teach the children in their charge.
- Ensure that role is taken and information is gathered from all participating children and families.
- Organize the collection of guest data and ensure a follow-up system is utilized and results are communicated to the office to be integrated with the church database.

### **Administrative:**

- Oversee, organize, and schedule volunteers for nursery (toddlers and bed babies), preschool, and elementary sections (i.e. ensure all places of service for Children’s ministry are covered and rotations are running smoothly)
- Ensure any and all children’s ministry volunteers have cleared background checks with the church front office.
- Complete required paperwork for expenses, event requests, material orders etc. as prescribed by policy or practice in consultation with the Lead Pastor.
- Prepare an annual strategy in the Fall of the year along with anticipated budget needs and provide a request for budget considerations by September 15 of each year.
- Uphold and abide by the convictions, policies, constitution, by-laws, and procedures of Calvary Baptist Church.

### Staff:

- **Participate in staff meetings.**
- Brief the Lead Pastor on matters of sensitive nature or leadership concerns, and on all matters involving safety and security.

### Ministerial:

- Ensure The Bible is faithfully and accurately taught and that the Gospel of Jesus Christ is proclaimed with a call to respond in repentance and faith. Implied in this duty is the responsibility to evangelize the children (prayerfully in concert with their parents/guardians). Although a “Gospel presentation” won’t necessarily occur every week, the Gospel itself should always be present in some way.
- Maintain open and candid communication of pastoral concerns with the Lead Pastor.
- Be quick to communicate concerns to the Lead Pastor as required.
- Be open to providing biblical care and guidance for the children and parents. If desired, the Lead Pastor can be involved at some level with any particular case.
- Develop appropriate relationships with the children to counsel, guide, teach, instruct, and encourage them. This is done both on campus and in person as well as through the use of social media and texting/phone calls. \*The Children’s Director must exercise wisdom and caution however when communicating with children and parents especially on social media and texting/phone calls. The Children’s Director should avoid private conversations online/phone/text with children unless absolutely necessary and with support and knowledge of communication with another trusted brother or sister in Christ. Do not meet with a child or parent alone. Do not give car rides to only one child or parent. Do not give the enemy (or those being used by him) an occasion to bring an accusation against you if it can be avoided through wise and discerning living. **The balance is discipling and reaching children while protecting your own integrity, that of the children/parents, and the witness of our church family. If there is a doubtful situation, seek the counsel of mature, trusted brothers and sisters in Christ, especially the Lead Pastor.**
- Recognize that Children’s Ministry fits into a larger system of ministry within the church; therefore, children’s events and activity should not be in conflict with other ministries and events (the same principle of unity applies to all other ministries as well). Harmony and unity should be sought with other ministries in our church. For example, if date or teaching focus conflicts arise, consult with the rest of the staff and the Lead Pastor. Look for appropriate actions that consider the overall health of the church ahead of individual min-

istries. There should be no reason for a “children’s activity” to occur at a time when participation in it has a negative effect on the rest of the church.

### **Team:**

- Communicate in a timely manner with Lead Pastor, staff, deacons, and ministry volunteers.
- As part of a staff of ministry leaders, teamwork and mutual submission is required.
- Seek to maintain a culture of teamwork rather than one of “silo ministries.”
- Work out differences and disagreements between staff in private, biblically. There is never a case for the staff to present a less-than-united position regarding matters of church concern.

### **Additional Responsibilities:**

- Organize and supervise Vacation Bible School for the summer season.
- Organize and supervise a Christmas Caravan outreach event in December
- Other duties and responsibilities within reason as assigned by the Lead Pastor.

### **Lifestyle:**

- Maintain and practice a lifestyle consistent with The Bible and commensurate with the honor of serving the Lord Jesus by calling and privilege.

### **Resources:**

- In the performance of your responsibilities, the church will be responsible for providing all required resources, consistent with its expense policy (i.e. prior approval required for budgeted and non-budgeted activities). While there may be occasions when you are led of the Lord to pay for some activities, fees, or materials personally, this is never expected or required. **If the Lord desires for us as a church to undertake an activity, He will resource that ministry.**
- The church can provide an office or work space for you to work out of upon request.
- **Please do not assume that if we don’t have a resource, that it is intentional or unaffordable. “...you have not because you ask not...”**

### **Doctrinal Agreement:**

- Discipleship is never about creating clones or robotic followers. It is about seeking, discovering, and faithfully obeying the will of God individually and corporately.
- If there are ANY doctrinal disagreements with the Lead Pastor, those should be discussed immediately with him and only with him. There is never a case when two people will agree on everything but the Scriptures say only one thing. Therefore, humble believers can pursue truth with earnest hearts and come to an appropriate conclusion. There should always be unified doctrinal teaching within the church, or an agreed upon understanding of how to communicate varying conclusions on secondary or tertiary doctrines.

### **Summary:**

The privilege and responsibility incumbent upon the man or woman of God in fulfilling this ministry are weighty. But, God is greater. We have every confidence in you that you can and will be a welcomed part of the ministry team at Calvary. Anticipating great things in and through you as the Children's Director here!