

BCBC Children's Ministry Director

The Children's Ministry Director position covers all children 5th grade and under. This position is a part-time position.

Qualifications:

- This position will be an outside hire.
- Must be a High School graduate and advance learning a plus.
- An early childhood education/daycare degree is a plus.
- Must have experience with working with children.
- Must be able to pass a federal background check.
- Must be able to pass a drug test.
- Will be required to join BCBC as a member when hired. This will also apply to the spouse if applicable.

Responsibilities:

- Will be responsible for working with the Pastor and children's committees to develop, plan and execute the vision of BCBC's children's department.
- Provide counsel to all children's committees in planning, implementing, conducting and evaluating all aspects of BCBC's children's ministries as well as helping recruit workers and leaders for all events and services.
- Conduct special training projects/classes on a quarterly basis or as needed.
- Advise in the use of program materials, supplies, equipment and space by children's groups.
- Facilitate the planning and conducting of projects including, but not limited to, VBS, camps, retreats and seasonal events along with the children's committees.
- Facilitate the planning of and attending South Mountain camp. This will include recruiting volunteers to go as well.
- Develop and submit a proposed budget for the Children's Ministry.
- Work with program leaders, teachers, and other staff members to resolve philosophical, procedural and scheduling problems in the Children's Ministry.
- Facilitate in planning and offering oversight to the weekly children's church services. This will also include recruiting workers to assist in these services.
- Facilitate the organizing of a program for Pre-K children while Jr. Choir is active. This will include working with the children's committees to get a schedule, volunteers and teaching material. This will also include teaching themselves if/when needed.
- Serve as an ex-officio member of all children's committees.
- Supervise, attend and assist in all children's activities and functions.
- Coordinate the literature and supply needs of the children's Sunday school program with the assistance of the assistant Sunday school director.
- Facilitate Wednesday night activities. This includes AWANA's and organizing non-AWANA Wednesdays along with the Children's planning committee. This includes teaching, recruiting help or any other function needed with an emphasis on outreach.
- Facilitate the organizing and coordinating of both morning and evening Sunday services. This will also include extended services due to special events, programs, concerts, etc.

- Perform any other duties assigned by the pastor.
- Develop a communication process with children's parents, i.e. Remind, emails, newsletters, etc.
- Create a safe and loving environment for children and families.
- Reinforce/teach the importance of missions. This should also include age appropriate mission projects.
- Facilitate the organizing and overseeing of all outreach events, such as community block party, Easter egg hunt, VBS and Trunk-or-Treat along with the children's committees.
- Be proficient in working with multimedia equipment, Excel, PowerPoint, Word, etc.
- Responsible for coordinating with the security/safety team to run federal background checks on all children's ministry workers.