

Unity Baptist Church
Children's Minister
Job Description

To develop and implement a comprehensive vision for the Children's Ministries at Unity; to teach and lead children to salvation and spiritual growth in a fun and safe environment.

Ministry Opportunities

- Develop and maintain close relationships with children and their families
- Attend various events of children such as ball games, school functions, etc as possible
- Support and visit families in times of need such as sickness or crisis situations
- Present gospel to children as often as possible and encourage them to accept Christ as their personal savior

Sunday Worship Services

- Direct Children's Church
- Prepare Children's Message for service when requested.
- Help Nursery Coordinator Coordinate volunteers to assist with Children's church

Bible Study Classes

- Select and purchase Bible Class curriculum for all nursery and children's classes
- Enlist, train, and support teachers
- Oversee Sunday School on Sunday mornings – be available for teacher needs
- Make sure teachers follow church safety policies (two teachers in every room etc.)
- Request background checks on all teachers and volunteers and train in Child Protection Policies

Wednesday Night Classes

- Serve as or oversee Awana Commander during school year.
- Train and support all Awana leaders.
- Coordinate Wednesday night Summer Camp during the summer.

Special Events

- Assist Children's Ministry Team in developing vision for special events, and overseeing the events, such as:
 - Easter Celebration
 - Summer Activities
 - Vacation Bible School
- Act as or train director who will:
 - Coordinate VBS plans with church staff
 - Select and order curriculum

- Help Recruit volunteers and assign responsibilities
- Select and order supplies
- Oversee publicity
- Train teachers
- Oversee decorations
- Coordinate registration
- Oversee VBS during the week of
- Harvest Celebration/Trunk or Treat
- Happy Birthday Jesus Party

Meetings

Attend and participate in required meetings:

- Staff meeting
- Children's Ministry Team
- Meet with Pastor annually for staff evaluation
- Meet with Nursery Coordinator on regular basis

Supplies

- Maintain teacher workroom or work with volunteer to maintain
- Order or oversee ordering of all supplies needed for all children's activities
- Order permanent equipment

Miscellaneous

- Keep updated data base on all children
- Send Birthday cards to children
- Prepare articles and inserts for Unifier and proofread.
- Encourage teachers to clean out and maintain order in rooms
- Handle discipline matters by contacting parents or dealing with children on an as needed basis
- Make Hospital visits, attend funerals etc as needed.

Supervise and support Nursery coordinator (currently this is a volunteer position)

- Work closely with Nursery coordinator to mesh nursery and children's ministry and to support each other
- Discuss changes or concerns as they arise
- Maintain a close working / personal relationship
- Make sure church security and safety policies are being followed

Work closely with Pastor and/or Executive Pastor to obtain advice and direction when needed

Working Conditions:

1. Work includes consistent stress related to growth, changes in environment, financial pressures, etc.
2. Work may include extensive local travel and irregular working hours.
3. Must faithfully and prayerfully seek to find and maintain a proper balance of personal relation with Christ, Family, and Church.
4. Must not now, in the past, nor in the future do or have done anything that would bring embarrassment or harm the reputation of Unity Baptist Church. The exposure of such knowledge and information could/would be grounds for immediate dismissal.

Approved by:

_____ **Date:** _____

I have read and agree to follow the above job description which outlines the principal duties and responsibilities of the Children's Minister of Unity Baptist Church, Newnan, GA.

Employee Signature:

_____ **Date:** _____