

**Children's Minister
Job Description
Northside Baptist Church**

Minimum Qualifications

1. Must be a born again Christian in the Southern Baptist faith and be called of God to work in the area of children's ministries.
2. High School diploma or GED equivalent.
3. Bachelor's degree from an accredited college, university or seminary. Major course work in Christian Education or related field preferred. Two years experience in children and/or Christian education activities. Each year of additional experience as described in excess of the required two years may be substituted for 15 semester hours of college on a year for year basis. Or any combination of experience and education as the church body might vote.

Imperative Duties

1. Maintains personal, moral and ethical standards and practices.

Duties and Responsibilities

1. Under the pastor's supervision, the children's minister shall plan, promote, implement, and evaluate an approved comprehensive program of Christian education for children from birth through sixth grade to include, but not limited to the following:
 - A. Sunday School
 - B. Vacation Bible School
 - C. Children's Mission Education
 - D. Children's Church
 - E. AWANA Ministry
 - F. Children's Choir
 - G. Preteen Camp
 - H. Nursery
 - I. Kids Cross Country
 - J. Fall Festival
2. Develops, conducts and coordinates related Christian education projects that:
 - A. provides developmentally appropriate discipleship opportunities for children.
 - B. develops opportunities for parents to grow spiritually.
3. Develops, conducts and coordinates training programs for volunteers, workers and others involved in the children's ministries of the church. Recruits and supervises all volunteers.
4. Develops and promotes strategies for reaching children and their families. Actively participates in the outreach and visitation ministries of the church.
5. Attends deacon's meeting as requested and advises them regarding various phases of children's ministries.
6. Participates with various committees in preparation of budget projects for children's ministries.

7. Advises the church (directly and through committees) of children's ministry needs to include physical space requirements, equipment and supply needs.
8. Maintains records and accounts for resources provided for children's ministries. Orders, receives, checks and distributes approved appropriate literature, supplies and equipment for children's ministries.
9. Works with the pastor, church members and various committees to determine and evaluate the overall direction of children's ministries that will serve to encourage the spiritual development and maturity of children.
10. Serves as pastor to children by being a spiritual leader and example among them. Promotes a sense of community and caring for one another. Counsels children individually and collectively as the need arises.
11. Works as a team member with all staff and volunteers to ensure harmony and positive spiritual growth in the church.
12. Performs other duties as assigned by the pastor.

Accountability

The children's minister shall make themselves accountable to the pastor and the church body. They should seek guidance from other committees and individuals in the church.

Work Schedule

The children's minister shall have a five-day work week, Sunday and Wednesday being two of those days. They should have a proposed monthly itinerary in writing and posted with the church secretary.

Salary

Any salary recommendations will be determined by the Personnel Committee, recommended to the Budget Committee and voted on by the church body. The salary structure shall be reviewed annually and shall be included in the personnel portion of the annual church budget.

Benefits

Vacation: The children's minister will receive two weeks paid vacation per year, becoming eligible after six months of service. After three years of service, he/she will receive three weeks of paid vacation. After five years of service, he/she will receive four weeks of paid vacation. Vacation time will not be accumulative. Revivals or functions in other churches will be considered vacation time. Time off must have the prior approval of the pastor except in the case of an emergency where the personnel committee chairperson or the deacon chairman should be notified.

Sick Time: The children's minister will accrue one day a month up to a maximum ten on the first year and thereafter will be permitted ten sick days a year that are non-accumulative and non-transferable.

Holidays: There are ten holidays observed by Northside Baptist Church

New Years Day
Good Friday
Memorial Day
Christmas Season (December 24-26)

Labor Day
Thanksgiving Day (2 days)
July Fourth