



## DIRECTOR OF CHILDREN'S MINISTRIES (PART-TIME)

Mt. Calvary Missionary Baptist Church is seeking a Part-Time Director of Children's Ministries. Interested persons should review the job description and complete the application. Please email your completed application, resume and cover letter to the Director of Operations, Charlene Hall, at [challmtcalvary@gmail.com](mailto:challmtcalvary@gmail.com) before **Monday, June 27, 2022**.

The Director of Children's Ministries will organize and oversee Mount Calvary Missionary Baptist Church's ministry to children up to age 11.

|                                     |   |
|-------------------------------------|---|
| <b>Ministry Area/Department</b>     | Pastoral  |
| <b>Position</b>                     | Administrative/Pastoral   |
| <b>Accountable To</b>               | Senior Pastor   |
| <b>Ministry Target</b>              | All children aged 0 to 11 years   |
| <b>Position Is</b>                  | Paid - Part Time  |
| <b>Position May Be Filled By</b>    | Church member   |
| <b>Minimum Maturity Level</b>       | Stable, maturing Christian  |
| <b>Spiritual Gifts</b>              | Administration • Pastor/shepherd • Exhortation • Teaching • Evangelism  |
| <b>Talents or Abilities Desired</b> | Ability to creatively present the Gospel • Ability to nurture and influence young people and communicate well with parents/adults • Motivator |
| <b>Best Personality Traits</b>      | Leader, Analyst, Creative, Expresser  |
| <b>Passion For</b>                  | Young Children  |
| <b>Length of Service Commitment</b> | Two years minimum   |

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** 10-15 hours a week
2. **Participating in meetings/training:** 5-6 hours a month



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### RESPONSIBILITIES/DUTIES

1. Organize and oversee the children's ministries of the church, including:
  - a. Nursery Ministry
  - b. Children's Worship
  - c. Children's fellowship activities
2. Collaborate with the Elder of Education to provide children's bible study opportunities.
3. Recruit and train leaders and volunteers for the various children's ministries.
4. Research, survey and evaluate the church and community to determine what ministries to children are most needed and if existing ministries are effective.
5. Develop new ministries to serve the children of this congregation and community as needed.
6. Obtain and supply materials needed for the children's ministries.
7. Lead the Children's Ministry Team in creating, developing, implementing and maintaining age-appropriate, mission-aligned ministry for children that involves worship, fellowship, education, and outreach, including our virtual congregation. (This will require collaboration with the leaders of each of these departments.)
8. Collaborate with existing ministries in the church which involve children, including but not limited to:
  - a. Children's Ushers
  - b. Children's Choir
  - c. Children's Dance
9. Maintain consistent and regular communication with parents of children about all aspects of children's ministries.
10. Pray regularly for the children's ministries.
11. Create, and Oversee the budget and expenditures for the children's ministries.



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12. Coordinate with the Director of I.T. Ministries to maintain ministry's section of the church website.
13. Responsible for check-in procedures and tracking weekly attendance.

### **POSITION REQUIREMENTS**

Familiarity with the church's mission, vision, and core values

Must Possess sound oral and written communication skills

Must have experience coaching people and proven leadership skills

Extensive knowledge of the Bible

Demonstrated effective interpersonal skills

Faithfully attend and be a member of a church family.