

# Mitchell Berean Children's Director Job Description

MBC Vision Statement: Seeing People saved, seeing saved people grow while reaching the next.

## General Description

The Children's Director is responsible for all aspects of ensuring the spiritual growth and development of children ages birth through 5<sup>th</sup> grade. This includes the implementation of the <https://thinkorange.com/> children's curriculum, volunteer recruitment and development, classroom management, and operational management necessary to ensure successful and constantly improving weekend children's services and periodic special events.

## Qualifications

1. The individual is a "born again believer in Christ and has a consistent, growing walk with the Lord.
2. The individual endorses the MBC and Berean Fellowship constitutions.
3. The individual has the conviction, passion and giftedness to equip and lead. (Ephesians 4:12; John 13:5)
4. The individual feels God's call upon their life for this position.

## Essential Job Functions

1. Lead a team of interns and volunteers in the operation of a children's ministry, including weekend services and periodic special events.
2. Regularly select and/or develop curriculum (currently Think Orange) for a children's Christian education program that is part of the church's weekend service schedule.
3. Implement children's registration, classroom management, and security policies/practices in support of weekend services and periodic special events.
4. Direct the recruitment, training, and development of volunteers as needed to staff children's ministry classrooms and special events.
5. Cast vision for and program the church's annual VBS outreach event including music selection, development of messages/teaching, and utilization of games and other artistic elements in the inspiration of children in learning about God.
6. Design and plan periodic child dedication services as required, meeting the needs and expectations of families attending the church.
7. Lead the creative use and proactive upkeep of children's ministry facilities and grounds.

8. Assist in the development of an annual budget for children's ministries and manage spending to budget.
9. Function as a member of the church's Pastoral Ministry Team, attending weekly meetings and keeping the team informed as to the status of the children's ministry.
10. Perform other duties as assigned.

## **Education and Experience**

This position requires experience as a staff member in a children's ministry leadership capacity. Possession of a teaching or related degree is required. (Extensive ministry experience, in some cases, can be substituted.) The successful individual will be a strong leader with a solid work ethic, possess a passion for teaching children about God, and have the ability to administrate as a department head. A working knowledge of creative programming related to children's classes and special events is a real plus.

# **Personal Profile of Children's Ministries Coordinator**

We desire to find a person for this position who will fit the overall philosophy of ministry, vision, and church culture of Mitchell Berean Church. We believe the following characteristics best define the kind of person we are looking for:

## **Character**

- Demonstrates a dynamic relationship with Christ as evidenced by a life of integrity and a lifestyle of prayer, worship, discipleship, and service.
- Demonstrates balance in life (family, work, rest, recreation).
- Demonstrates emotional health and stability.

## **Competency**

- Has a clear command of Biblical doctrine and Child Evangelism.
- Has a clear Biblical philosophy of overall ministry and local church body life (see MBC philosophy of ministry).
- Is a highly skilled professional with a broad understanding of children's ministry issues and perspectives.
- Has a proven track record of equipping lay people for children's ministry within a large local church.
- Able to work with a broad spectrum of people in a healthy and productive way.
- Has the ability to teach and effectively communicate biblical truths to children.

## **Chemistry**

- Ability to work in a large multi-staff church.
- Believes in a team approach to leadership and service.
- Is able to build and shepherd teams within his ministry area.
- Understands his/her role as primarily one of equipping people for ministry.
- Agrees with and able to carry out the MBC philosophy of ministry.

## **Calling**

- Knows that God has gifted him/her and given him/her the passion to serve as Children's Ministries Coordinator.
- Has the full support of family (spouse and kids) for taking this position.