
Purpose

Candidates will assist and support the ministers and teams of First Baptist Madison to provide a ministry attractive to the children of First Baptist Madison and the unchurched children of our community. Tasks will take approximately 20 hours a week. Additional hours are possible for seasonal activities such as VBS, summer camp, summer day trips, etc.

Qualifications

- Relevant experience leading and ministering to children in a church or other ministry setting
- Functional knowledge of common technologies including office software and social media
- Wise discernment of people who work with and around our children
- Abilities to efficiently work independently and with a team
 - Project management
 - Volunteer management
 - Conflict resolution
 - Effective written and verbal communication

Personal Characteristics

A candidate for this position must display a God honoring commitment evidenced by personal faith and personal work ethic. These qualities are evident in their personal life, family relationships, relationships with others, and in their ministry. Candidates should nurture their inner self through a disciplined life of daily fellowship with God in prayer and Bible study.

Faith

- Commitment to honoring God by making disciples for Jesus
- Displays comfort and passion sharing the Christian faith with Christians and unchurched children
- Demonstrates Christ-like attitude accepting and inclusive of all diverse parts of the body of Christ

Work

- Demonstrates willingness to grow and change personally and professionally
- Exhibits enthusiasm as a self-starter, encourager, and visionary
- Exhibits ability to communicate and establish effective working relationships with all types of people with genuine love and concern for their needs

Essential Duties and Responsibilities

General

- Be present at FBCM on Sunday mornings on Wednesday evenings.
- Maintain supply cabinets, replenished in a timely manner.
- Maintain a master calendar for Children's Ministry.
- Minister to the children and their family system.
- Help teachers/leaders maintain classrooms for a welcoming environment.
- Assist with communication of ministry events and announcements.
- Order literature for Sunday School, TeamKid etc.
- Support children's ministry leaders (Sunday School, Missions, and Music) by:
 - Helping with worker recruitment and training
 - Coordinating calendars
 - Coordinating cross-discipline activities

Events

Coordinate with staff and lay leaders to plan four major parties or outings.

- Easter Egg Hunt - (spring)
- Back-to-School - (late summer)
- Hayride - (fall)
- Christmas Party - (winter)

VBS

- Assist and support the VBS Director
- Help coordinate and recruit volunteers
- Coordinate supply needs
- Document VBS process for future planning

Team Environment

Candidate will work with ministry leaders and teams to encourage, support, recruit and train.

- Children's Sermon volunteers
- Children's Worship Chairman
- Children's Ministry Team
- Sunday School Children's Director.
- TeamKid Director.
- VBS Director
- Children's Wednesday Night Summer Activities Director

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, move quickly, sit, climb stairs, speak loudly and clearly, and be able to hear. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. Local travel is routinely required, therefore a valid driver's license is necessary and the ability to drive the church bus would be beneficial.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment varies. The building is multi-level with two staircases and is a nonsmoking environment.

Comments

The previous statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by the pastor.

Please note that the minister will follow all church policies as it relates to child/adult interaction.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee: _____ Date: _____
Printed Name

Signature

Approved by Supervisor: _____ Date: _____
Printed Name

Signature