



## Job Description

<b>Title:</b> Children's Director	<b>Employment Status:</b> Full-Time
<b>Location:</b> Liberty Baptist Church	<b>Pay:</b>
<b>Reports To Title:</b> Next Generation Pastor	<b>Supervises:</b> NA

## Job Summary

The children's director is to provide a comprehensive program for children grades 1-5 that creates a safe, fun, learning ministry environment reflective of the overall ministry plan of the church.

## Responsibilities

- Conduct the Dock Children's Church ministry both on Sunday morning, Wednesday Evening, and Thursday evening. Use of volunteers to assist is strongly encouraged.
- Assist and support Spring Place campus Pastor as needed.
- Create a weekly plan for the Dock Children's Church ministry (theme, Scripture, songs, team, props, supplies, sermon)
- Recruit rotating teams *to assist in carrying out the weekly Dock Children's Church plan.*
- Manage Children's Sunday School by recruiting a department director, meeting with them monthly and taking the director, teachers, and workers to a yearly training event.
- *Work with the Next Generation Pastor to choose, develop and maintain curriculum for Sunday Morning and Wednesday Evening Dock ministries.*
- Attend regular meetings and maintain communication with the Next Generation Pastor.
- *Manage the Wednesday evening program for children from 1 thru 5th grade. Recruit rotating teams to assist in this effort.*
- Facilitate a yearly safety training for all Children's workers.
- Make sure all background checks are up to date *and records of these checks are kept in church management software.*
- Carry out yearly Children's Ministry events - VBS, Fall Festival, Jingle Jam, Easter Jam, and other events throughout the year.
- Create an effective plan for evangelism and disciple making within the church and surrounding community.
- Attend a yearly leadership retreat.
- Create a yearly ministry plan, budget, and calendar to be shared with the Next Generation Pastor and Church Administrator (Due September 30).
- Other duties as requested by leadership.

## Job Specifications

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### **Experience, Knowledge, Skills, and Abilities:**

- Prior experience in leadership of children.
- Must be an effective team member.
- Good oral and written communication skills to effectively interact with others in the immediate work unit and in related support areas.
- Ability to follow simple verbal and written instructions.
- Computer Skills: Word Processing, Publishing, Social Media Management and Microsoft Office