

# Children's Minister Job Description

## Hiring Vision:

We are seeking a spiritually mature and passionate person to creatively disciple and care for our growing number of children and their families. The job requires strong leadership, excellent management and interpersonal skills, and dedicated service in fulfilling the required responsibilities. The Children's Minister must be able to work well with church staff and members, successfully direct church programs, and demonstrate high personal character by Christian example in public and private. He/She must be passionate about developing our children to be life-long followers of Jesus Christ.

## Core Competencies:

- is **Meek** – submits their strength and gifts to God.  
(Matt 5:5)
- has a **Shepherd** mindset – acts as a owner, not merely a hireling.  
(John 10:3-13)
- Encourages **Lay Ministry** – lives out the idea that every member is a minister.  
(I Peter 2:5-9)
- Dedicated to **hospitality** – makes others feel welcome like they belong here.  
(I Peter 4:9)
- Creates **discipleship** – follows Jesus to help others follow Jesus.  
(I Cor 11:1, 2 Tim 2:2)
- **Unifies** – a team mindset that seeks out the interests of others.  
(Eph 4:3-13)
- **Leads** from weakness & honesty – avoids a false impression of perfection.  
(Mark 10:42-45)
- Is **Generous** – is faithful to give of resources to support the church and Kingdom.  
(Romans 12:8)

## Qualifications: with a(n)...

- Christian attitude and trustworthy character.
- Understanding of, passion for, and commitment to the mission and vision of the Church in general and South Spring Baptist Church in specific.
- Strong team spirit, respect and support for the other members of the ministerial staff.
- Proper level of confidentiality in all matters of the church, employees, and/or church members.
- Personal encounter and a daily walk with Christ.
- Fulfillment of the requirements for and maintenance of membership in South Spring Baptist Church of Tyler.
- Spiritual maturity and a positive work attitude.
- An attitude of professionalism, patience, respect, compassion and grace when working with staff and congregation.
- Adherence to the Church Statement of Faith and Baptist Faith and Message adopted in 1963 by Southern Baptist Convention as amended in 1998.
- Duty to follow Biblical, Christian principles in their jobs for the Church and to refrain from any conduct that is contrary to those principles and Church statements of faith.
- As to job responsibilities relating to weddings, marriage, or counseling of couples, “wedding” and “marriage”, and “marry” refers only to the union of one man with one woman.

- No participation and no allowance of use of facilities of the Church in any gathering or event or ceremony or pronouncement involving the recognition of same sex marriage, in that such recognition violates Biblical Christian principles.
- Passion for preschool and grade school children to grow in Christ.
- A passion for learning more about the preschool, grade school culture and engaging with it.
- A drive to teach families, specifically parents, to lead their children spiritually.

### **Responsibilities: will...**

- **Relatable**
  - Draw healthy boundaries with children, families, and work.
  - Lead the children's team, staff and volunteers, to interact with children and preschool issues with confidence.
  - Speak regularly, and often, for training, parent meetings, public outreach and so on.
  - Involve families, and know families, especially in an a discipleship role.
  - Be approachable and sensitive to all the needs a specific child or family has.
  - Be fun and creative in developing and growing programming.
- **Strategic**
  - Think in terms of effective communication. Is intentional about communicating with teachers, leadership, and parents.
  - Pursue continuing education and growth in ministry, and creatively design trainings opportunities for children's ministry staff and volunteers.
  - Interacts and manages volunteers intentionally. Is a "leader to leaders."
  - Be well informed about child safety, procedures, and the standards held by both the church and the state, to hold to and explain, when needed, to parents or volunteers.
  - Teach preschool and grade school children to grow their whole identity to being founded on Christ.
  - Fulfill other responsibilities as assigned.

### **Management Responsibilities:**

- Develop, oversee, and execute regular scheduled programming:
  - Sunday morning and night Life Groups
  - Wednesday evening programs
  - Summer Children's Programs
  - All other desired Children's programs and special events
- Review and strategize the Children's Ministry policy and procedures manual as needed in conjunction with the Executive Director of Ministries and other departments.
- Work to ensure that safeguards are in always enforced to protect children, volunteers, and staff when they are participating in church activities, including the completion of paperwork.
- Lead people to become involved in the ministry to preschool, grade school and families and to grow the ministry both numerically and in terms of quality and effectiveness.
- Oversee the Hand In Hand Preschool ministry, budget and staff.
- Develop, encourage, and ultimately oversee the MOPS ministry and steer team.
- Know weaknesses and strengths in self. Seeks helpers to make allowances for the former and to encourage the latter.
- Steward well the property and facilities of South Spring Baptist Church and the local community.
- Follow the policies and manuals properly.

**Accountability:**

The Children's Minister will report directly to the Executive Director of Ministries.. He/She will be evaluated at least annually based on this job description.

The Hand in Hand Preschool Director and Associate Children's Minister will report to the Children's Minister and will be evaluated at least annually by them.

**Contact:**

Please send all inquiries and resumes to Rebekah Rains at [rrains@southspring.org](mailto:rrains@southspring.org)