

# CARMEL BAPTIST CHURCH

## Position Description

### Children's Minister

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**Ministry Area:** Generations

**Reports To:** Generations Pastor

**Supervises:** Children's Associate Minister, Children's Ministry Assistant,  
Children's Associate, Children's Min. Interns, Children's Min. Volunteers

**FLSA:** full-time, exempt

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#### SUMMARY OF THE BASIC FUNCTION

Children's Ministry encompasses 1st through 6th grade. The Children's Minister is responsible for the development and implementation of Carmel Baptist Church's strategies and programs that facilitate spiritual growth in children's families. These strategies and programs are under Carmel's mission of making disciples of those Nearest, Neighbors, and the Nations. This involves the oversight, administration, leadership, and implementation of all programs and ministries to children in grades 1-6. The Children's Ministry must align with the other generational ministries of the Church, and balance worship, ministry, evangelism, fellowship, and discipleship. It is understood that the broad scope of the ministry impacts the family by linking church and home.

#### GENERAL QUALIFICATIONS

**Knowledge:** The Children's Minister must have an intimate knowledge of the Scripture. A bachelor's degree is required. A master's degree in education or ministry, from a Southern Baptist or like-minded Seminary, is preferable. The Children's Minister must have and continue to develop a working knowledge of Christian education and children discipleship strategies. The Children's Minister must understand how children learn and grow spiritually, and must apply that understanding in day-to-day performance of the job. The Children's Minister should be exposed to the current trends and developments in children's ministry and application of the Scripture in

the ministry.

**Experience:** A minimum of five years of children's minister experience in the area of children's ministry is preferable. The Children's Minister must have experience in leading a staff team. Must have a proven track record in developing and maintaining ministry programs with excellence. Strong sense of calling to Children's Ministry is required.

**Skills:** The Children's Minister must possess and continue to develop the following core skills:

Bring balance to worship, ministry, fellowship, evangelism, and discipleship

Develops relationships easily

Shepherd's heart

Leader

Team player

Build consensus

Able to cast vision

Understand and manages budget processes

Excellent communication skills

Creativity

**Physical Demands/Work Environment:** Must be able to sit at a desk at least 50% of the time. Must be able to lift 40 pounds and push a cart of at least 100 pounds. There are generally no hazardous or significantly unpleasant conditions present in the location. Must be able to work the hours and days that are required to complete the essential functions of the position, as scheduled. Must be able to ambulate across the campus including up and down the stairs leading to the baptistery.

**Mental Requirements:** Mental concentration and attention to detail are necessary for performing tasks, meeting deadlines and tolerating frequent disruptions. Able to make independent judgements without direct supervision.

## SCOPE OF AUTHORITY

Responsible for overseeing the Children's Ministry (including volunteers and staff) under the supervision of the Generations Pastor.

## ESSENTIAL FUNCTIONS

Sunday Mornings (25%)

- Directs the children's division of Sunday Bible Study Communities which includes curriculum, recruiting, training and ministering to volunteer leadership.

#### Wednesday Nights (20%)

- Develops and oversees the Wednesday night Children's discipleship program, which includes, but is not limited to, recruiting and training leadership, writing curriculum, and securing media support for events.

#### Leadership (25%)

- Recruits and provides training for students and adults to lead within the ministry.
- Manages, trains, supervises, and evaluates any paid Children's Ministry team members,
- Plans and implements a budget for the Children's Ministry. Works annually with the Generations Pastor and Finance Committee to establish an acceptable budget.
- Develops and oversees discipleship strategies for children and parents/families. Works with the Generations Pastor to develop a curriculum and schedule for various ministries.
- Provides ongoing training opportunities for volunteers and parents.
- Develops a detailed follow-up plan to track guests and newcomers.
- Attends appropriate team meetings. Meets regularly with Generations ministry team for planning, coordination, setting goals, etc. under the direction of the Generations Pastor.

#### Parents (20%)

- Partners with the Generations Pastor to equip parents to be the primary disciple-makers of their children through the Nearest strategy of Milestones.
- Provides discipleship training opportunities for children and their parents, including but not limited to the Children's Discovery Class for new or prospective Christians, 1st grade Bible presentation, retreats, special summer activities, Preteen retreats and on-going discipleship classes when appropriate.

#### Other (10%)

- Directs and supervises Children's Ministry team for Children's Camp in the summer (curriculum, recruitment and training of leaders, rooming assignments, recruitment of worship leaders, transportation, meals and lodging).
- Integrates this ministry into the Carmel Christian School ministry. Works with the CCS ministry to provide assistance in discipling students. Documents activities and provide as part of the annual review.
- Other duties as needed.