

**BETHANY COMMUNITY CHURCH  
JOB DESCRIPTION**

**Pastor/Director of Children's Ministry**

**Summary:** The Pastor/Director of Children's Ministry shepherds, leads, teaches, and supports Children's Ministry with ages zero through twelve years old. The Pastor/Director also collaborates with the entire Family Ministry Team to love, inspire, and equip children, their families, and volunteers to express Christ in their daily lives.

**Location:** Bethany Green Lake

**Reports to:** Pastor of Children, Youth, and Family Ministries

**FLSA Status:** Exempt, Full-time

**KEY RESPONSIBILITIES**

- 1. Champion ministries and events serving families and children ages zero through twelve years.**
  - Celebrate successes in Children's Ministry to equip the whole church to be knowledgeable and supportive of the ministry.
  - Advocate for needs in Children's Ministry.
  - Ensure that parents, volunteers, church staff, and members receive timely communication regarding Children's Ministry.
  
- 2. Recruit, equip, and retain volunteers through caring and attentive leadership.**
  - Recruit the needed volunteers to provide excellence in ministry to all nursery, preschool, and elementary age children and families attending Bethany Green Lake. This includes lead teachers, assistant teachers, greeters, event coordinators, and other positions as needed for both school-year and summer ministries.
  - Create training opportunities for all members of the Children's Ministry Team that love, inspire, and equip volunteers in an engaging and fun way.
  - Develop a volunteer leadership team in which each member assumes an appropriate load-bearing role, building up leaders of leaders in our ministry.
  
- 3. Participate in the planning, implementation, and continual improvement of classes, activities, and special events in collaboration with staff and volunteers.**
  - Ensure that curriculum is age-appropriate and teacher friendly, edited to suit the needs of the children and volunteers, and consistent with Bethany's theology.
  - Clearly communicate the Gospel message to call children to a life following Jesus, consistent with our Values of being Christ-Centered, Purposeful, Integrity, Intergenerational and Belonging.
  
- 4. Collaborate with Children's Ministry Staff to provide a caring and safe environment for infants, toddlers, preschoolers, and elementary age children anytime they are on campus.**
  - Understand and communicate the policies and best practices to volunteers and

parents as they relate to children's safety.

- Work to ensure that a warm welcome and spirit of support is communicated to parents and children.
- Collaborate to develop and implement safety guidelines, emergency procedures, and plans across all ages and activities in Children's Ministry, in partnership with the wider Green Lake and BCC Family Ministries Teams.

**5. Supervise staff serving families and children ages zero to twelve years, collaborating with Belong Ministry and other Green Lake Ministries.**

- Supervise the Associate Director of Early Childhood Ministry, as well as provide oversight for the Nursery Ministry.
- Develop and Lead a Tween (4th/5th Grade) Ministry Program with a team.
- Collaborate with the Children's Choir Programs to insure integration into the wider Green Lake Children's Ministry.
- Collaborate in life transitions for children, especially when leaving children's ministry at age twelve.
- Collaborate with Belong Ministry, supporting families of kids with special needs and foster & adopt families.
- Collaborate with other Green Lake Ministry programs across departments (Marriage Ministry, Adult Ministry Classes, Child Dedications, Worship involvement, Seasonal discipleship and teaching events, Wilderness Ministry, Missions, etc.).
- Collaborate with Green Lake Family Ministry Team with other Bethany Locations CYFM staff.

**6. Participate as a member of the Family Ministry Team, Bethany Green Lake and Bethany Community Church Staff, and perform other duties as the situation arises/assigned by supervisor.**

**POSITION QUALIFICATIONS**

- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ.
- Proven experience for at least five years on full-time staff in church leadership and a great sense of calling to work with children, volunteers and parents.
- Master's degree preferred in elementary education or Master of Arts in Ministry, Leadership, M.Div., or a related field or equivalent experience.
- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church and a desire to invest and develop roots in our community.
- Proven experience building, training, and leading a team of leaders and volunteers.
- Enjoys children and developing in them a lifelong passion for following Jesus.
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ
- Gifted as a leader and teacher of children, ages zero through twelve, and conversant in faith and child development.
- Ability to manage both people and financial resources, experience preferred.
- Contagious enthusiasm for learning with a robust knowledge of the scriptures.

- Computer skills in Microsoft Office, including Word, Excel, and PowerPoint.
- Maintain First Aid/CPR Certification.
- Possesses excellent verbal, written, and interpersonal communication skills, gifted in public speaking.

### OTHER SPECIFICATIONS

<i>Work Schedule:</i>	Typical schedule Sunday through Thursday timeframe, with some evenings and early mornings required, 40 hours/week.
<i>Physical Demands:</i>	Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 40lbs.
<i>Working Conditions</i>	Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule.  The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that require multi-tasking.  Non-smoking building and environment.
<i>Compensation:</i>	Dependent on experience.
<i>Benefits:</i>	Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.

*This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.*

