

ASSOCIATE MINISTER FOR CHILDREN AND FAMILY

PRINCIPLE FUNCTION

The Associate Minister for Children is responsible to the church, supervised by the Pastor, for providing staff leadership to the entire church in the area of children (birth through 5th grade) and family ministry. This involves assisting church program leaders in planning, conducting, and evaluating a comprehensive ministry of Children's Programs in support of the mission and objectives of Mount Moriah Baptist Church. The concept of ministry for our church's staff is that of a team ministry. Therefore, there will be occasions when duties not covered in the job description will be expected in support of other areas of ministry.

QUALIFICATIONS

- Personal relationship with Christ and a sense of God's call
- Ongoing student of the Bible
- Christian witness through personal evangelism and ministry
- Commitment to serve through a local Baptist church
- Abilities for church growth, leadership training, human relationships, and administration
- Evidence of Christian morals and ethics in every aspect of life
- Computer literacy and skills in order to function in office networking and efficient communication with others via electronic means
- Able to affirm the mission and core values of Mount Moriah Baptist Church
- Spirit of Christian love, interest, and fellowship with other people
- Willing to cooperate with the pastor and other ministers in supporting and correlating various ministries into the total ministry of the church
- It is strongly recommended that this person hold a 4-year degree from an accredited institution. Education or ministry-related degree is preferred

CHILDREN'S MINISTRY FUNCTIONS

- Direct the planning, organization, coordination, and evaluation of a comprehensive program of Christian Education for children in support of our church mission. This work will be done with the assistance of the Children's Council (Sunday School, Bible Drill, Discipleship, Missions Education)
- Work with Children's Ministry leaders to coordinate childcare/nursery options for all church events where childcare is necessary.
- Guide the church in providing and enhancing worship experiences to meet the needs of our children (i.e. children's sermons, children's bulletins, and preschool worship)
- Offer training to parents and families in our church and community. This may include parenting skills, and may be provided through the use of speakers, seminars, video courses, or curriculum
- Plan, direct, and participate in the Vacation Bible School as an outreach to our community
- Develop/participate in special events (camps, retreats, seminars, etc.) for our children, parents and leaders.
- Establish and maintain effective communication and feedback opportunities for parents and children's workers

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CHILDREN'S MINISTRY FUNCTIONS

- Provide foundations of faith class for children (1-2 times/year), and provide follow up discipleship resources for new believers.
- Help develop and enforce safety and security policies and procedures for the Children's Ministry
- Coordinate with Minister to Students assist the transition of children from the Children's Ministry program to the Youth ministry program.

MINISTERIAL FUNCTIONS

- Share in pastoral visitation involving hospital calls, prospective members, and crisis situations as needed
- Assist Senior Pastor in the planning, conducting, and evaluating of all congregational services as requested
- Be available for counsel to children and parents as necessary

ADMINISTRATIVE FUNCTIONS

- Oversee and facilitate children's check-in system
- Participate in weekly staff meetings and meet with Church Council to set goals and objectives for the church
- Give a Children/Education Ministry report as scheduled in Church Conference
- Assist the church Nominating Committee in the recruitment, enlistment, and training of children's ministry leaders and volunteers
- Advise in the use of educational materials, equipment, supplies, and space
- Keep inventory of equipment, and consumable supplies for all children and educational programs of the church; recommend purchase of new equipment and repairs to facilities
- Assist in the publicity of Children's Ministry through online, print, and other media
- Maintain a calendar of events and assist in long-range planning
- Participate in training events to enhance professional development
- Lead in the preparation and administration of annual church budget in relevant ministry areas
- Partner with the Senior Pastor in delegated administrative tasks
- Establish and maintain effective follow up for guests and children's ministry participants
- Use ACS Realm for record-keeping, background checks, membership information for all relevant ministries
- This position will require set office hours, participation in worship and church activities, and unstructured ministry hours