Kids Ministry Director
Annapolis Campus
Job Description
October 2026

Position Type:	Full-time, salaried
Position Reports To:	Annapolis Campus Pastor
Purpose:	The Kids Ministry Director provides leadership over the strategic thinking, planning and execution of all things Kids Ministry, in accordance with the mission and vision of Bay Area Community Church. This includes an emphasis on partnering with parents to disciple children and leading staff & volunteers to fulfill that purpose.

BASIC QUALIFICATIONS:

- Models the lifestyle of a passionate, maturing follower of Jesus with a deep personal commitment to Jesus.
- Spiritually mature, emotionally intelligent, and humble learner.
- Agrees with BACC Statement of Beliefs and Position Papers and meets all Ministry Partner requirements.
- Strong personable leader with organizational skills and attention to detail.
- Able to manage multiple projects, timelines, and deadlines with compelling priorities.
- Self-starter who demonstrates initiative, follow-through, and completion of task on time.
- Teachable, approachable, team player.
- Passion for discipling children and equipping parents.

RESPONSIBILITIES:

- **Spiritual Leadership and Vision**
  - Develop and communicate a clear and compelling vision for Kids Ministry that inspires families & children to participate as an expression of discipleship.
  - Create opportunities for children to know Jesus, grow in their faith, and develop the character of Jesus.
  - Partner with church leadership to ensure spiritual consistency throughout the ministry.

- **Volunteer Recruitment and Leadership**
  - Proactively recruit, train, equip, and encourage Kids Ministry volunteers.

- Cultivate a healthy team culture where volunteers feel known, valued, supported, equipped, and connected to one another.
- Develop a volunteer schedule and clearly communicate expectations.
- Establish clear processes for training and leadership development that empowers others to lead.
- Build sustainable systems that enable the ministry to grow beyond the Director's individual capacity.

- **Child Safety and Protection**
  - Establish and maintain child protection and safety policies.
  - Ensure background checks and appropriate screening for volunteers.
  - Maintain proper child check-in and check-out procedures.
  - Ensure appropriate adult-to-child ratios and classroom supervision.
  - Train volunteers in emergency procedures, mandated reporting, and appropriate boundaries.

- **Family and Parent Engagement**
  - Build strong relationships with parents and guardians.
  - Communicate ministry goals, schedules, events, and spiritual resources.
  - Equip parents to become the primary spiritual influences in their children's lives.
  - Provide resources and opportunities for families to grow spiritually together.
  - Respond to family questions, concerns, and special needs with care and sensitivity.

- **Administration and Organization**
  - Develop and manage the Kids Ministry budget.
  - Oversee staff with classroom assignments, supplies, equipment, and resources.
  - Establish ministry calendars and coordinate events.
  - Communicate regularly with church staff and leadership.
  - Evaluate programs and make improvements as needed.
  - Provide leadership and direction to Campus equivalents.

- **Spiritual Growth and Discipleship**
  - Create pathways for children to grow from Bible knowledge to personal faith.
  - Help children understand salvation, baptism, worship, and following Jesus.
  - Support transitions from Kids Ministry into student ministry.

- **Curriculum and Program Development**
  - Select, develop, and oversee gospel centered, age-appropriate biblical curriculum.
  - Create and curate resources for parents to equip them to lead their children spiritually.
  - Coordinate special events, Kids Con (VBS), and seasonal celebrations.