

SPRING HILL BAPTIST CHURCH
POSITION DESCRIPTION
DIRECTOR OF CHILDREN AND YOUTH MINISTRIES

Principal Function: Oversee a disciple-making ministry for children and youth, from birth through high school. Responsible for developing, implementing, and coordinating, with the help of volunteers, a ministry for children and youth.

Designation: full-time

Ordained/Pastor: either

Salary: \$45,000 annually plus benefits (potentially up to \$10,000)

Characteristics:

1. A grounded Christ-follower with a deep personal relationship with Jesus
2. A passion and vision for children, youth and their families to grow in faith together
3. Strong interpersonal skills with youth and adults; good listener and communicator
4. A self-starter who can manage the creation, planning, and implementation of youth ministries
5. A team player who is supportive of the ministries of the church

Responsibilities:

1. Oversee the planning, coordination, operation and evaluation of a comprehensive children and youth ministry at Spring Hill Baptist Church.
2. Work with our families to equip and assist that families are the primary spiritual influencers and disciple-makers of their children and youth.
3. Develop relationships with youth and their families. Seek to develop relationships with children, youth and adults outside of the church.
4. Communicate with members of the children and youth group and their parents.
5. Oversee the children and youth ministry volunteers. Work with the Spiritual Gifts Team and the worship deacon to enlist and train workers for the church's youth ministry.
6. Work with any parent and volunteer team to determine goals, plans, calendar, and activities.

7. Prepare and present to the Stewardship Team, with the assistance of the parent and Student Support Team and the youth deacon, an annual budget reflecting the needs for the entire children and youth ministry. Administer the budget once it is adopted by the church.
8. Oversee promotion and publicity related to the children and youth ministry of Spring Hill Baptist Church, including the church newsletter, social media, local newspaper, and other media.
9. Oversee the ongoing training of volunteers for children and youth.
10. Maintain a consistent spiritual life with the Lord, practicing regular spiritual habits.
11. Be actively involved in the overall ministries of the church, to assure spiritual connections and development.
12. Work with the church staff, deacon body, and Personnel Team to accomplish the overall purposes of the church. Be familiar with the A New Beginning ministry plan and work to accomplish those objectives.
13. Attend routine church staff meetings as requested by the Senior Pastor.
14. May take up to four Sundays off a year for vacation unless otherwise approved by the body of deacons. When gone on a Sunday or Wednesday is responsible for making sure plans are in place. If more than four Sundays are taken off, salary will be adjusted for the absence.
15. Participate in goal setting and personal development overseen by the Senior Pastor.
16. This position is overseen by the Senior Pastor, body of deacons, and Personnel Team.
annual and bi-annual review and performance evaluations:
 - a) The personnel team and the chairman of the deacons shall meet with the staff person annually and bi-annually to review performance and allow the staff person to share any relevant and allow the staff person to share any information. information.
 - b) During this time, we will ask the staff person to provide a self- evaluation report to be completed and shared with the personnel team before the meeting.
17. Seek to establish a disciple-making vision, process, and action plan for the children and youth ministry.

Revised 05/02/25

