



FIRST BAPTIST CHURCH ALEXANDRIA

Position Title: Children's Ministry Coordinator

Direct Supervisor: Pastor for Children

Date Prepared/Revised: 4/30/26

FLSA Class: Exempt

Status: Salary, Full-time

Hybrid: Remote/In-Office

Position Summary:

The Children's Ministry Coordinator will facilitate FBCA's mission of connecting children to Christ and each other while supporting parents in their roles as Christ-followers and mentors of their children. The ideal candidate will have a servant's heart, be an organized relationship-builder who can lead volunteers and dependably deliver a safe, well-run environment to foster children's spiritual growth. The Children's Ministry Coordinator shall have a personal relationship with Jesus Christ, a calling to ministry as evidenced by a daily walk with the Lord and a passion for the advancement of the ministries of the church.

Duties and Responsibilities:

- Collaborate with the Pastor for Children to plan discipleship opportunities for children and families.
- Manage and lead in recruiting and equipping a strong team of volunteer leaders.
- Ensure all volunteers are thoroughly screened and follow FBCA safety and security policies and procedures.
- In cooperation with other Children's ministry staff members, oversee Sunday morning discipleship groups, as well as other groups that meet throughout the year.
- Coordinate and supervise paid childcare workers during care events.
- As needed, partner with other ministries (student, worship, etc.) to accomplish ministry goals.

Other Responsibilities:

- Maintain and enforce all policies and procedures of the church.
- Foster cooperation, teamwork, respect and dependability within the church staff.
- Create an environment of trust by maintaining privacy and confidentiality of sensitive information.
- Faithfully radiate energy, friendliness, righteousness, fellowship and stewardship in promoting the Lord's work at FBCA.
- Endorse and support the church's Purpose statement and the church's Constitution and Bylaws.
- Position requires 40 hours per week, including Sundays and other weekend responsibilities as needed.
- Other duties as assigned by the Pastor for Children.

Experience:

- A call to lead in children's ministry and a growing faith in Jesus Christ.
- Active membership in First Baptist Church of Alexandria.
- Bachelor's degree or higher.
- Strong relational, administrative and organizational skills.
- Proven ability to work well in a team environment.
- Proficiency in or the ability to be trained in Microsoft Office programs, such as Excel, Word, Publisher, Church Community Builder, Subsplash and other programs.
- A minimum of two years of demonstrated skill in teaching and caring for children is preferred.
- Proven track record of volunteer recruitment and leadership preferred.

“Jesus said, ‘Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.’”
Matthew 19:14

Employee

Date

Direct Supervisor

Date

Director of Finance and HR

Date