



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.