

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Director of Children's Ministries

Summary: The Director of Children's Ministries oversees the volunteers, ministry services, and discipleship strategies provided to children, from birth - 5th grade, so that they might encounter Christ in transformative, age-appropriate ways.

Location: Bethany North

Reports to: Director of Family Ministries

FLSA Status: Exempt, Full-time

KEY RESPONSIBILITIES

- Provide engaging Christian formation opportunities and resources for weekly ministry services and special events that inspire children, families, and volunteers to follow and be transformed by Christ
- Oversee and strive to continually improve all operations of a thriving Children's Ministry, including but not limited to: budget, communications, implementation of Safety and Abuse Prevention Procedures
- Supervise, empower, develop, and equip the Associate Director of Children's Ministries and lead volunteers
- Lead the Children's Ministry Advisory Team: communicate vision and ministry plans, foster parent engagement, and encourage mentorship of students and volunteers
- Develop caring relationships with children, families, visitors, and members of Bethany North to drive their engagement in the ministry and foster their Christian formation
- Participate as a member of the Bethany North and Bethany Community Church Staff, and perform other duties as the situation arises/assigned by supervisor

POSITION QUALIFICATIONS

- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ
- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ
- Demonstrates a love for children and families and a passion for connecting them to Christ
- Experience working with volunteer teams, recruiting and training volunteers
- Experience working with and teaching children in a variety of settings
- Excellent verbal and written communication skills
- Bachelor's degree and three to five years relevant work experience, or an equivalent combination of education and experience required; child and spiritual development education/experience preferred

OTHER SPECIFICATIONS

<i>Work Schedule:</i>	Typical work schedule is Sunday through Thursday, 40+ hours/week
<i>Physical Demands:</i>	Must be able to work in a mobile environment. Must be able to help with event and weekend set up, if needed. Must be able to lift small boxes and/or equipment up to 40lbs.
<i>Working Conditions</i>	Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule. The church environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that require multi-tasking. Non-smoking building and environment.
<i>Compensation:</i>	Dependent on experience
<i>Benefits:</i>	Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.