JOB DESCRIPTION

TITLE: Children’s Ministry Director

Revised: October 25, 2022

PURPOSE: To glorify God and lead the children and families of Cherrydale and our community to know God’s story, love Jesus, and grow in faith

QUALIFICATIONS:
- Exhibits character qualities in I Timothy 3:8-12; Galatians 5:22-24; and Acts 6:4
- A committed member of Cherrydale Baptist Church who agrees with and supports Cherrydale’s Statement of Faith, values, and vision
- Demonstrated ability and experience to work collaboratively with the congregation, pastors, elders, staff, ministry leaders, and volunteers
- Demonstrated ability to cast vision and lead people toward that vision
- Committed to handling conflict in a biblical way and not allowing a spirit of bitterness to take root
- Demonstrated ability and experience to teach, work with, and disciple children and families as a leader and shepherd
- Skill in recruiting, training, and shepherding volunteers

SALARY and BENEFITS:
- Tier 2 salary range and staff allowance
- Health insurance
- 2-3 weeks of vacation and one week of conference/vision leave

ORGANIZATIONAL RELATIONSHIPS:
- Directly responsible to the Lead Pastor
- Report monthly to the Elder Council and annually to the congregation
- Lead and shepherd any other Children’s Ministry staff and deacons
- Assist the elders in shepherding children and families

DUTIES:
1. General
   a. Cast a compelling vision to the church family for our ministry to children
   b. Recruit, train, oversee, and shepherd volunteers for all aspects of the ministry
   c. Equip and support parents with resources and training to disciple their children
   d. Meet with and pray for families regularly to develop strong relationships
   e. Ensure that parents and the church family are well-informed about Children’s Ministry
   f. Coordinate the implementation of child safety practices for all ministries

2. Lead Sunday morning ministries for children newborn through 5th grade
   a. Oversee a safe, joyful, Christ-centered nursery ministry for children newborn through 3 years during Sunday classes and worship services
b. Provide leadership for Sunday classes for children 4 years old through 5th grade that faithfully teach children to treasure the Bible and grow in relationships with other children
c. Help equip parents to disciple their children to serve and participate in the worship services (could include a Children’s Message, sermon resources, serving opportunities, etc.)

3. Lead Wednesday evening ministries for children 4 years old through 5th grade
   a. Provide appropriate gospel-centered curriculum including Bible memorization and worship
   b. Structure small groups appropriate for the age and number of the children to develop biblical community
   c. Create a fun, active, and safe environment

4. Other events and areas of oversight
   a. Provide quarterly gatherings for Cherrydale families (and the church family) to gather together for fellowship, encouragement, and evangelism (e.g., a Fall Festival or Summer Celebration, hikes, service projects, Vacation Bible School, summer camps/programs, Lessons and Carols service, etc.)
   b. Plan regular equipping events for parents and children (seminars, worship nights, etc.)
   c. Oversee Orphan Care Ministry to ensure adoptive parents are well-supported and equipped.
   d. Coordinate activities for 1st through 5th grade for special services and congregational events
   e. Coordinate with the elders to offer parent-child dedications and baptisms

2. Fulfill other duties as assigned by the Lead Pastor
3. Update job description annually with the Lead Pastor