



Children's Ministry Director Job Description

The Children's Ministry Director will have a heart for children and a strong desire to help children take steps toward a stronger relationship with Jesus. The Director will serve the church by serving children and families according to the mission and vision of Wood Village Baptist Church. The Director will empower parents and volunteers to creatively develop effective discipleship opportunities that connect children and families to Jesus and each other. This is a part-time (25 hours per week) position.

Qualifications for the position are as follows:

- Passion for connecting children and families to Jesus and the church
- Ability to work well with children and families
- Commitment to growing personally in faith and helping children grow in faith
- Strong desire to engage in a team atmosphere
- Strong written and verbal communication skills
- Strong interpersonal skills and the ability to train and teach parents and volunteers
- Ability to learn and offer creative solutions to disciple children and families
- Capacity to inspire and motivate leaders
- Ability to deal with information in a confidential manner and respond with sensitivity
- Good organizational skills
- Creative and flexible approach to people and work
- Strong ethical standards and the ability to create trust and integrity with co-workers and volunteers

Responsibilities of the position include, but are not limited to, the following:

- Oversee all ministry to children in the church from birth to 5th grade
- Develop and oversee an effective Sunday School curriculum that includes activities and Gospel-centered teaching
- Develop and oversee seasonal programs such as Vacation Bible School and outdoor activities
- Oversee weekday children's programming
- Oversee recruitment of volunteer staff
- Oversee volunteer applications and background checks
- Oversee training and development of volunteer staff
- Assist with creative ways to engage the church in children's ministry using various methods of communication
- Work with Senior Pastor on review and update of Child Safety Policy
- Work with church staff to ensure effective communication of program objectives
- Attend weekly staff meetings

The position requires church membership.

Submit application to: office@woodvillagebaptist.org