

**FIRST BAPTIST CHURCH OF ACADEMY
CHILDREN'S MINISTER**

Purpose:

The children's minister is a part-time position responsible to the church, supervised by the pastor. The children's minister will develop and promote a comprehensive children's ministry seeking to lead children to become followers of Christ at the earliest age possible and will disciple those children who are saved. This ministry is to include both spiritual and recreational aspects.

Qualification:

Must be a born-again believer who senses the call of God to minister to children. If not a current member of FBC Academy, it will be required that all membership requirements be fulfilled to become a member of FBC Academy.

Responsibilities:

1. The children's minister will ensure the weekly programs are meeting the needs of the teachers and students by:
 - a. Ensuring the materials are purchased and distributed to the appropriate classrooms, be on duty in the hallway 15 minutes before the services on Sunday mornings and Wednesday nights to greet parents and students. If unable to be present, you must contact the pastor (make sure the classes are supervised).
 - b. Ensuring that teachers are scheduled to teach every Sunday morning and Wednesday night. Finding subs when teachers are unavailable to teach
 - c. Ensuring enough teachers are teaching to keep numbers conducive for maximum learning and safety for the students,
 - d. Providing opportunities for encouragement to teachers, helpers, and students,
 - e. Communicating to teachers and the pastor 1-3 months in advance of changes in regularly scheduled activities that will take place, such as choir, alternate activities for Wednesdays, etc.,
 - f. Seeking support from the Children's Ministry Team and others if a ministry needs to be revitalized, restored, or even creating a new ministry.
 - g. Overseeing the implementation of children's church every other Sunday of the month. Schedule of volunteers, provided with curriculum and craft. Schedule of volunteers provided to church secretary. Reminders sent to volunteers.
2. The children's minister will seek to gather contact information on all visitors and prospects. The children's minister will contact these visitors and prospects to encourage their attendance and seek opportunities to share the Gospel with them as well as the whole family.

3. The children's minister will work with the Children's Ministry Team to provide direction and leadership to the Children's Ministry Team. To plan and carry out activities for the children outside of normal church activities.
 - a. An event should be planned every two to three months for the children. Events should be organized in an age-appropriate manner. Some events will be for preschool only whereas some will be for the older elementary.
 - b. All events need to be planned well enough in advance, allowing time to promote in the bulletin, slides, and app. The children's minister will ensure the event does not conflict with other events on the church calendar and is clearly communicated to parents in a timely manner.
 - c. The children's minister will direct Vacation Bible School, enlisting volunteers to teach, rotation leaders, decorating, etc. The children's minister will be required to be at VBS the entire week it is hosted.
 - d. The children's minister will work with the Children's Ministry Team to select summer camps and sponsors before January.
 - e. The children's minister will work with the Children's Ministry Team to make sure there are enough adult sponsors for all activities to ensure the safety of the children.
 - f. The children's minister will work with the Children's Ministry Team to make sure busy bags are properly stocked and replenished as needed.
4. The children's minister will be responsible for preparing an annual budget and being a good steward of the budget granted by the Budget & Finance Committee.
 - a. Annual budget request will be turned into Budget & Finance Committee by the deadline set by the Budget & Finance Committee.
 - b. Children's minister will follow proper procedures and deadlines when requesting a check to pay for supplies, events, etc.
 - c. Children's minister will properly account for payments from children/parents for special events and will make sure the funds are paid from the proper account. Accurate records will be kept on an approved spreadsheet for all events requiring sign-up or payment.
5. The children's minister will meet for staff meetings as scheduled by the pastor.
 - a. Weekly staff meetings timing TBD
 - b. The children's minister will participate in an annual performance evaluation.

Time Requirements:

The children's minister is permitted to be away two Sundays and two Wednesdays a year with pay, to be coordinated through the pastor.