



## **The Director of Children's Ministries**

All members of Beaverdam are expected to strive toward exhibiting Christ-like characteristics and attitudes in all their interactions. As staff, there is an even stronger expectation for leadership by example as we seek to glorify God in all that we do.

### **Accountability:**

The Director of Children's Ministries is responsible to the Pastor. Any matter that merits special attention will be referred to the Personnel Committee. In the absence of the Pastor, the Director of Children's Ministries will be responsible to the Associate Pastor and/or the Deacon Chairman/Personnel Committee.

### **Dedication:**

The church expects that the Director of Children's Ministries will be dedicated to God's work and to Beaverdam Baptist Church. The Director of Children's Ministries should be in attendance at all regular and special church services and events.

### **Responsibilities:**

1. To clearly communicate the gospel of Jesus Christ in an effort to evangelize our community beginning with children.
2. To oversee and coordinate quality children's programming on Sunday morning, Sunday evening, and Wednesday evening each week unless there are church wide exceptions.
3. To oversee and coordinate other children's events such as the Easter egg hunt, Family Fall Festival and other seasonal children's events.
4. To assist in the coordination and planning of V.B.S.
5. To oversee and coordinate extra summer children's activities as directed.
6. To recruit and develop volunteers in order to facilitate the various duties of our children's ministry.

7. To oversee the screening of volunteers through background checks as a measure of protection for our children.
8. To maintain accurate records of all children and their families.
9. To develop and recommend to the finance committee a budget for the children's ministry each year.
10. To develop an attractive, child friendly environment and maintain standards of health and safety.
11. To maintain an orderly organization of all materials involved in the children's ministry.
12. To serve on the Church Council.
13. To thoroughly communicate information about the children's ministry to the congregation.
14. To be willing to perform any duties not stated in this job description that would benefit the church's children's ministry or otherwise as directed by the pastor.

**Salary and Benefits:**

1. The Director of Children's Ministries' salary and benefits will be the responsibility of the Personnel Committee (Constitution and By Laws Revised 5/23/2010, Article III, Section 20)
2. One check will be issued at the end of each month based on 1/12th of the annual salary.
3. Payroll checks must be cashed within two weeks so the Church Treasurer can prepare the monthly financial statement.