

**Kid's Ministry Director
Part Time Job Description
September 2022**

Primary Function:

The Kid's Ministry Director is responsible to the Pastor for assisting church ministry organizations to develop a comprehensive educational ministry for Children in Preschool through 6th Grade. This will be considered a part time position requiring an average of 20 hours per week.

The Kid's Ministry Director is responsible for the total planning, directing, developing, and evaluating of a dynamic ministry to children and their families, promoting spiritual growth in children by leading the ministry to study and learn God's Word in a warm, fun, and loving environment.

General Requirements:

1. Set a positive Christian example and serve as a role model in personal life by being faithfully committed to Christ with a sense of God's calling to ministry to bring vision, creativity, and innovation to all areas of Children's ministry.
2. Adhere fully to the Baptist Faith and Message 2000 in support of the doctrinal statement and vision of the First Baptist Church of Saks.
3. Attend all Sunday and Wednesday evening services and functions of the church
4. Attend a Monthly Staff Meeting with all Full Time and Part Time ministerial staff. Meeting will be scheduled at a time when all staff members are available.
5. Submit upcoming Kid's Ministry plans and events to the church office by the 20th of each month for the upcoming church newsletter.
6. Attend an Annual Staff Planning day each year in August. This Planning day will establish the primary ministries of the church for the upcoming year.

Specific Requirements:

1. Work with the volunteer AWANA Commander to plan and conduct the AWANA program on Wednesday Nights from 6:00-7:30 pm. This includes enlisting volunteers, advertising, sign-ups, AWANA store, and ordering materials, etc. When Children's Choir is in session, this also includes recruiting a volunteer to oversee the snack supper (September-May).
2. Oversee the Worship Kidstyle program on Sunday mornings during Morning Worship for k4-6th grade. This involves enlisting teachers and preparing materials.

3. Give general oversight in the Children's Sunday School department by working with elected Sunday School volunteers. Arrive in the children's area ahead of the volunteers; preferable 30 minutes before each session.
4. Oversee the Kid's Ministry Check-in station. This includes stocking with supplies and organizing volunteers or appointees to staff the Check-in station.
5. Develop and promote a summer Wednesday night program for Children when AWANA is not in session (June-August)
6. Organize and promote special community wide events for Children:
 - *Vacation Bible School (With workshop)
 - *Fall Festival
 - *Family Easter Event
7. Organize other special activities such as day trips, retreats, lock-ins, Kid's D-Now, etc
8. Provide a summer camp opportunity for children. Camp opportunities such as Centri-Kid at Shocco Springs and opportunities at Camp Lee are close to our area.
9. Investigate complaints regarding Children's Ministry and its workers.
10. Keep parents informed of events through print, phone, Facebook, Church Newsletter, etc.
11. Implement and review security policies regarding safety and efficiency including proper background screening for Children's workers.
12. Cooperate with the music ministry in providing music activities related to Children.
13. Recommend facility improvements and report repair needs to the maintenance staff.
14. Prepare and oversee the annual budget for the needs of the Children's Ministry for recommendation to the finance committee.
15. Communicate Children's Ministry events and distribute flyers at Saks Elementary as allowed. Maintain a working relationship with the administration at Saks Elementary.

Time and Salary:

1. Part Time Kid's Ministry Director position shall average 20 hours per week. An office will be provided for the Kid's Ministry Director to use. It is understood that this part time position will require some work from home and off campus.
2. Salary \$23,000.00