



Scotts Hill
BAPTIST CHURCH

Joining God in His Work of Transforming Lives

Job Description

Children's Ministry Director (40 hrs)

Reports to: Family Pastor

Status: Full-time (Salaried), Sunday-Thursday (evenings, weekends, and special events as needed)

Principle Function

The Children's Ministry Director is responsible for assisting the Family Pastor in providing leadership for the Children's Ministry (Birth–5th Grade) of Scotts Hill Baptist Church. This position oversees the planning, organization, implementation, and evaluation of a comprehensive children's ministry while equipping volunteers, partnering with parents, and creating safe, engaging, and Christ-centered environments that support the spiritual development of children and their families.

Essential Responsibilities

Children's Ministry Leadership

- Work under the direct supervision of the Family Pastor to fulfill the vision and goals of the Children's Ministry.
- Direct the planning, organization, execution, and evaluation of all Children's Ministry gatherings, programs, and special events.
- Provide leadership for regular ministry programming on Sunday mornings, Wednesday evenings, and special events including:
 - Vacation Bible School (VBS)
 - Easter Weekend
 - Parent-Child Dedication
 - Family Ministry events
 - Other children's ministry programs and activities
- Understand and minister effectively to the unique needs of today's children and their families.
- Continually evaluate ministry effectiveness and pursue innovative and creative approaches to children's ministry.
- Work alongside the Family Pastor in the selection, implementation, and evaluation of curriculum for all Children's Ministry environments.

Volunteer Leadership & Staff Development

- Recruit, train, equip, schedule, and supervise Children's Ministry volunteers.

- Develop a healthy volunteer culture focused on discipleship, excellence, and servant leadership.
- Provide coaching, encouragement, and leadership development for the Elementary Coordinator, Early Childhood Coordinator, and other direct reports.
- Ensure volunteers are properly trained and equipped to minister effectively and safely.

Family Engagement & Discipleship

- Build meaningful relationships and partnerships with parents and families.
- Encourage and equip parents to be the primary disciplers of their children.
- Provide biblical resources, training, and encouragement that support family discipleship.
- Pray with and for children and their families.
- Provide ministry care and biblical counsel to children and parents as appropriate.

Ministry Operations & Administration

- Ensure all Children's Ministry environments remain safe, clean, welcoming, and well-equipped.
- Oversee the stewardship and management of the Children's Ministry budget.
- Ensure adequate curriculum, supplies, equipment, and ministry resources are available.
- Uphold and implement approved Family Ministry policies and procedures.
- Teach regularly within Children's Ministry environments as assigned.

Ministry Collaboration

- Collaborate with the Early Childhood Coordinator, Elementary Coordinator, and Family Ministry staff to provide a seamless discipleship pathway for children and families.
- Work alongside church staff and ministry leaders to develop, plan, and promote ministry programs that fulfill the mission of Scotts Hill Baptist Church.
- Support church-wide ministry initiatives and special events as assigned.
- Attend staff meetings, ministry planning meetings, and leadership development opportunities as requested.

Ministry Leadership Expectations

The Children's Ministry Director should:

- Demonstrate a passion for reaching and discipling children and their families.
- Build authentic relationships with children, parents, volunteers, and staff.
- Develop and empower volunteer leaders for effective ministry.
- Promote biblical discipleship in both church and home environments.
- Support the overall vision and mission of Scotts Hill Baptist Church.

General Expectations

- Read, understand, and follow all guidelines, procedures, and policies outlined in the Employee Handbook.
- Maintain a lifestyle and testimony consistent with the biblical standards and values of Scotts Hill Baptist Church.
- Perform all other duties as assigned by the Family Pastor.

Workplace Culture

- An *aggressive* mindset. (“go-getter” for the kingdom)
- A *faithful* spirit. (strong personal faith in Jesus)
- An *innovative* approach. (creative problem solving)
- A *relational* heart. (commitment to people over programs)
- An *excellent* work-ethic. (passion for raising the bar)

Signature _____ **Date** _____