

Mt. Carmel Baptist Church
10519 FM 344 E., Whitehouse, TX 75791
(903) 839-2606
MCBCWhitehouse@gmail.com

MINISTRY TEAM MEMBER JOB DESCRIPTION

Position Title: CHILDREN'S MINISTER

Supervisor: Pastor and Administrative Team

Position Status: Bi-vocational

Membership Status: This position requires that you become a member of Mt Carmel Baptist Church.

Position Summary: Create, manage and direct all aspects of children's ministry (birth through 6th grade) which includes Sunday and Wednesday activities, Special Events, Vacation Bible School and child care.

General Job Qualifications:

- (1) High energy, self-starter with deep organizational skill
- (2) Desire to work in Children's Ministry as a way to serve God and advance his kingdom
- (3) Knowledge and skills to serve in Children's Ministry
- (4) Ability to work with children, volunteers, staff, and parents to coordinate Children's Ministry
- (5) Ability to make changes, corrections and solve problems quickly under pressure
- (6) Clearance of criminal background check
- (7) Abide by all church personnel policies
- (8) High degree of discipline and strategic focus
- (9) Proficient oral and written communication skills

General Expectations of All Church Employees:

- (1) Servant attitude towards God, leaders, other team members, the church, and guests
- (2) A desire and ability to work as a team and cooperate with others to meet stated goals
- (3) Be punctual and actively involved in all church events and activities
- (4) Follow directions and leadership of Pastor
- (5) Communicate openly and honestly with Pastor and staff about needs, problems, and ideas for improvement
- (6) Solve and resolve problems in a resourceful, Christ-like manner
- (7) Agree to abide by doctrinal tenets of the church as described in the bylaws

Specific Job Responsibilities and Duties:

- (1) Recruit and train Sunday School, Wednesday, and Special Event leaders and volunteers
- (2) Prepare and manage budget for Children's Ministry
- (3) Work with Sunday School Director to research and choose Sunday School curriculum
- (4) Encourage and support all volunteers including planning of regular events and fellowship
- (5) Obtain, edit and distribute all curriculum/crafts/supplies for workers
- (6) Schedule and coordinate placement of volunteer leaders and communicate with leaders as needed.
- (7) Plan and support children's special events including marketing efforts-website, social media, print materials, etc.
- (8) Lead and manage all aspects of Children's Ministry
- (9) Participate in outreach to young families
- (10) Communicate Children's Ministry activities to the church through periodic reports
- (11) Provide substitute Sunday School teaching, as needed.
- (12) Other duties as assigned by Pastor