

First Baptist Church-Kyle, TX Children's Minister

Principal Function:

The Children's Minister is responsible to the Pastor (and/or Minister of Discipleship and Family Ministry) for the development and promotion of a comprehensive program of religious education for children, birth through the sixth grade in the church.

Job Classification:

Evening and weekend work is required to provide the ministry and ensure the quality of service expected. The position is part-time, 20 hours a week.

Working Relationships:

- The Children's Minister will report directly to the Pastor (and/or Minister of Discipleship and Family Ministry) and work alongside other staff and volunteers in planning and directing all children's programs and nursery ministry of the local church.
- In addition to these working relationships, the Children's Minister will work closely in communication with the parents and guardians of the children in their care.
- The Children's Minister is responsible to the local church body through the Personnel Committee for employment requirements and responsibilities.

Responsibilities:

- Coordinate the preschool and children's educational program in Small Groups/Bible Study, work with the Minister of Discipleship and Family Ministry, Mission Education, Vacation Bible School, and Outreach Events. (Note: This position is not responsible for the Mother's Day Out (MDO) program.)
- Encourage, counsel, and otherwise shepherd those involved in the children's ministry of the church and interact with and set a godly role model for the congregation as a whole.
- Enlist, train and develop leadership for the various organizations in the preschool and children's area.
- Plan and conduct special projects for children such as retreats, camps, social activities, summer programs, etc.
- Administrate any weekday activities or special events needing the nursery or childcare.
- Hire and supervise all paid child-care personnel, including nursery.
- Prepare and administer the children's ministry budget.
- Comply with all established church policies and procedures as well as all applicable federal and state laws.
- Attend weekly staff meetings.
- Perform other duties as assigned by the Pastor's.

Requirements

- Requires a high school diploma or equivalent.
- College or seminary degree completed or in progress is preferred.
- Requires the ability to listen effectively and to communicate clearly, both orally and in written form.
- A working knowledge of PowerChurch and Microsoft Office computer software is preferred.
- Requires strong leadership and organizational skills.
- Requires an understanding of the special needs and learning styles of children and an apparent love for them.
- Requires commitment to Biblical Christian principles and teachings both professionally and personally.
- Must subscribe to the doctrines and policies of First Baptist Church of Kyle, TX.
- Requires sufficient good health to discharge duties properly.
- Requires passing criminal, financial, and sexual misconduct background checks.
- Requires certification in CPR (especially infant and child) and Basic First Aid. If needed, this training should be obtained within the first 90 days of employment.
- Requires a Class B – CDL Certification, or to be obtained within the first 90 days of employment.

To Apply: Please submit Letter of Interest and Resume to: info@fbckyle.com. Be prepared to submit a video of you teaching or a copy of a lesson plan you have prepared, if requested by the Search Committee.

The Search Committee will be accepting resumes thru February 5, 2019.