Northern Hills Baptist Church  
Children’s Director  

Job Description

Principal Functions

The role of the Children’s Director is to provide leadership, support, development, and direction for the Children’s Ministry leaders and workers as it pertains to the mission and vision of Northern Hills Baptist Church. The Children’s Director provides direct oversight to all Children’s Ministries (birth – 6th grade) and should perpetually seek God’s will, direction, and purpose of this ministry. This position will assist, encourage, and prepare the defined group of God’s people for works of service, “so that the body of Christ may be built up” (Eph. 4:12) and reach out to those who are lost. Luke 18:16- But Jesus called the children to him and said, “Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.”

This position reports to the Senior Pastor and is considered non-pastoral with a part-time expected commitment of up to 25 hours per week.

Qualifications

Characteristics

1. Have a personal relationship with Jesus Christ, evidenced by action, attitude, and behavior.
2. Willing to become a member of Northern Hills Baptist Church and fully embrace the mission, vision, and values of the church.
3. Have a passion for children’s ministry and to see families grow in their faith together.
4. View their position as one of ministry to which they are called.
5. Maintain personal spiritual development through Bible reading, prayer, and daily walk with God.
7. Known to be teachable, confidential, honest, tactful, courteous, motivating, cooperative, confident, friendly, enthusiastic, positive, cheerful, have a sense of humor, and submissive to authority.
8. Serve with a team approach to ministry.
9. Submit to financial and criminal background checks.
10. Abide by all personnel policies of Northern Hills Baptist Church.

Knowledge

1. Possess a Bachelor’s degree and educational background in Christian Ministries, Biblical Studies, Early Childhood Development, or a related field OR
2. Actively working toward a Bachelor’s degree in above a degree listed above or related field with at least 60 hours completed.
3. Experience working in children’s ministry and/or preschool or elementary education.
4. Competency with basic computer software (Word, Excel) and the capacity to learn new software.

Skills

1. Capable of leading, planning, organizing, scheduling, delegating responsibilities, and wise stewardship.
2. Capable of recruiting, motivating, and training volunteers.
3. Reliable, shows initiative, self-motivated, and attentive to details.

Abilities

1. Communicate effectively and work with children, volunteers, staff, and parents to coordinate children’s ministry.
2. Adapt, make corrections, and solve problems under pressure.
3. Use appropriate judgment in the areas of discretion, sensitivity, and confidentiality.
Responsibilities

1. Provide leadership in aligning each area of Children’s Ministry (birth – sixth grade) including: Sunday Morning Children’s Equip Classes, Wee Worship, and Children’s Church, AWANA/Wednesday night activities, Vacation Bible School, and special events, to the mission, vision, values, and strategy of Northern Hills Baptist Church.
2. Pray for, recruit, train, and provide oversight, evaluation, and guidance to volunteer and paid workers.
3. Communicate, schedule, and coordinate placement of volunteer workers as needed.
4. Set and achieve appropriate annual and long-term goals for the Children’s Ministry.
5. Coordinate the effective use of equipment and resources.
6. Create, manage, and submit program budget needs for approval annually and administer programs within the limits of the budget.
7. Plan and support Children’s Ministry special events.
8. Participate in outreach to young families.
9. Work with Children’s Ministry teachers, leaders, and Pastors to review, purchase, and oversee all curriculums for Children’s Ministry.
10. Manage the distribution and allocation of curriculum and supplies.
11. Encourage and support leaders and volunteers through training and fellowship.
12. Develop and maintain, safe, clean, aesthetic childhood learning environments.
13. Communicate with, encourage, and equip parents to be the primary disciplers of their children.
14. Promote Scripture memorization, prayer, and personal Bible reading in students, parents, children’s teachers, and volunteers.
15. Provide opportunities for ministry leadership, outreach to the community, and connection to the mission field.
16. Communicate Children’s Ministry activities to the church through the office, website, social media, print materials, and monthly newsletter.
17. Participate in workshops, seminars, and conferences as needed.
18. Work closely with the Associate Pastor to assure smooth transition of students to youth ministry.
19. Develop and maintain safety and security systems for children including:
   - Background checks for all workers.
   - Recommend facility improvements to ensure safety.
   - Create and enforce necessary rules for safety and security, such as check-in/check-out system.
   - Collect information on children with food allergies.
20. Follow church financial procedures.
21. Participate in weekly staff meetings.
22. Other duties as assigned by Senior Pastor.

To apply, please send Resume and Letter of Interest to:
HR Team at hr@nhbcweb.org