**BELIEVERS FELLOWSHIP BAPTIST CHURCH**

**MINISTRY TITLE:** Children’s Director (Part-Time)

**REPORTS TO:** Student Pastor

**PURPOSE**

At Believers Fellowship is a multi-site church with two campuses (Magnolia Campus and Spring Campus) whose mission is to **LOVE GOD, LOVE PEOPLE AND REACH THE WORLD**. Our Spring Campus is seeking to hire a part-time Children’s Director. The Children’s Director plays an integral part in developing children to be disciples for Christ.

**WORKING CONDITIONS AND COMPENSATION**

* Work at church as well as other sites (i.e. camp, Kidz Neighborhood bible club, etc.)
* Work church services, additional planning hours, office and event planning hours
* Part-time position (15 – 20 hours per week)

**QUALIFICATIONS**

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| * A committed follower of Jesus Christ
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| * Committed to the overall vision of Believers Fellowship
* This position requires membership in Believers Fellowship
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| * Genuine passion and love for children and families
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| * Ability/ willingness to teach
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| * Patience with children ages 0-12
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**PRIMARY RESPONSIBILITIES**

This job description does not contain a comprehensive list of duties and responsibilities that are required for this position. Duties and responsibilities may change at any time.

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| Sunday Mornings: |
| * Work with Student Pastor to schedule Sunday morning leaders.
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| * Assist Sunday morning leaders or lead in music, lessons, activities and games
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| * Monitor the children until all have been picked up

Sunday Evenings:* September-May: Collaborate with AWANA commander periodically
* Summer months: Develop and coordinate coverage schedule; plan events for children from 5:30 p.m. – 7:30 p.m.
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| Wednesday Evenings: |
| * Partner with Student Pastor on the ‘Kidz Neighborhood Bible Club’ during Spring-Fall months
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| * Develop and implement coverage schedule for Wednesday Evenings.
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Additional Responsibilities may include:

* Oversee all children activities.
* Provide guidance and collaborate with the Student Pastor with the process of enlisting, training and the development of volunteers; as needed to staff the Children Ministry events and activities.
* 30-, 60- and 90-day performance evaluations
* Perform all other duties as assigned.