

**FIRST BAPTIST CHURCH OF SMITHFIELD  
POSITION DESCRIPTION  
MINISTER TO CHILDREN AND FAMILIES**

Effective Date:

Reports to:Pastor

Status:Part Time

FLSA:Exempt

**I. Job Summary**

The Minister to Children and Families provides relational leadership for extending the ministry and purposes of the church by planning, conducting and evaluating a comprehensive program for children (birth through fifth grade) and families which undergirds their spiritual, emotional, and social development as it relates to their becoming and growing as Christians, and provides opportunities and experiences at the family level for growth in Christian discipleship within and among the families of the church.

**II. Essential Functions**

1. Plan a vision and long-term goals for children and family ministries of the church. Evaluate and modify vision in conjunction with growth and changes in church family.
2. In working with Minister of Education, organize and lead activities, including Sunday School, for children which constitute quality Christian education and development opportunities and which undergird the larger ministry of the church. Review curriculum options regularly. Develop curriculum for missions education and VBS day camps, and as needed for newly introduced children and family ministry educational programs or events.
3. Work with Nominating Committee and Minister of Education to help recruit individuals to work with children as teachers and leaders for Sunday School, mission and church training activities; and assist in the development of their talents through training and counseling. Plan and provide regular training sessions for teachers/leaders in the various areas of Children's Ministry.
4. Work with the Minister of Education and other church leaders to oversee the implementation and ongoing evaluation of all church policies related to safety and security, including the FBC Child Protection Policy.
5. Work with the Minister of Education to ensure that all adult participants in the Children's Ministry, including volunteer child care workers, teachers and leaders, have received training in and have successfully completed all applicable background checks required under FBC's Child Protection Policy.
6. Develop relationships with children and families and provide personal support in times of crisis and transition.
7. Provide opportunities for parents to better understand their parental needs and responsibilities and the church's goals in light of the Biblical concept of family.
8. Plan, promote, and conduct camps, retreats, Vacation Bible School, and recreational activities with children. Provide quality educational experiences concurrent with adult programming.

9. Cooperate with the Minister of Music to offer an effective program of music for children, assisting in identifying and recruiting volunteer leaders for children's music programs as needed.
10. In collaboration with the Minister of Youth, develop and work a transition plan for sixth grade students transitioning from children's ministry to youth ministry.
11. Coordinate with the Pastor and Ministerial Staff plans for including children in worship. Participate in planning and delivering the children's sermons. Provide for and give leadership to Children's Church.
12. Provide assistance in facilitating the sharing of space within the church building for various activities involving children's activities.
13. Propose an annual budget for children and family ministry activities and operate within the approved budget.
14. Attend and participate in weekly staff meetings and cooperate fully with the Pastor and all other ministers and church employees to ensure a loyal, cohesive, efficient church staff.
15. Develop and implement an outreach program focusing on children and their families.
16. Accept other duties as may be assigned by the Pastor.

### III. Other Responsibilities

1. Liaison to committees, councils, ministry boards as assigned.
2. Serve as an ex-officio member of the Children's Ministry Board and Children and Family Ministry Committee, attending all meetings.
3. Serve as a key leader for special projects as assigned.
4. Serve as a key leader for special annual event as assigned.

### IV. Minimum Qualifications

1. Bachelor's Degree with emphasis on child development--Required
2. Graduate degree from accredited seminary/divinity school -- Preferred.
3. Previous ministry experience in a Baptist church of like faith and order -- Preferred

### V. Physical Requirements

1. Able to speak clearly.
2. Able to see and observe behaviors of minors.

### VI. Core Competencies

1. **Mission Ownership:** Understands, supports and demonstrates the congregation's mission, values, and beliefs and regularly behaves in a manner consistent with them.
2. **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable.
3. **Evangelism/Spiritual Formation:** Able to communicate the essential truth of the Gospel in age appropriate ways for children and families. Assists parents in knowing how to share the Gospel with their children. Invites children and their families to a lifestyle of discipleship as a journey or process. Uses a variety of spiritual practices to deepen and develop a mature faith in Christ.
4. **Teaching:** Designs effective lesson plans and facilitates learning experiences in both

small and large group settings; selects teaching topics that are age appropriate, relevant, and contribute to a deeper understanding of Scripture, theology and spiritual practice; uses a variety of teaching topics to maintain interest and build connection.

5. **Leadership Development:** Consistently works toward building an effective team to carry out the work of ministry. Encourages others to discover and engage their giftedness and skills in service to the church, especially the children's ministry. Identifies, recruits and trains new leaders. Thinks strategically about the continual need for a next generation of leaders and works to build the leadership base.