

New Braunfels Bible Church

652 Loop 337
New Braunfels, Texas 78130

JOB OPPORTUNITY Director of Children's Ministries

Employment Status: The Director of Children's Ministries is a salaried ministry staff position with New Braunfels Bible Church, based on a typical requirement of 30 -35 hours per week. Specific hours and workdays are determined by the requirements of the position, and meetings of the church which involve ministry to children. The Director of Children's Ministries functions under the direct oversight of the Senior Pastor.

General Task and Qualifications: The Director of Children's Ministries oversees ministry to children from birth to 5th grade, with a goal of seeing children come to faith in Jesus Christ and grow spiritually. The Director of Children's Ministries must be an active member of NBBC, and should exhibit the following:

- Spiritual maturity, reflecting biblical godliness in character and demeanor.
- Doctrinal understanding of and unity with the NBBC Statement of Faith.
- Administrative ability to oversee teachers and leaders within the Children's Ministry.
- Humility and compatibility working with church staff and lay workers in Children's Ministry.
- A love and enthusiasm for Children's Ministry that attracts others to join.

Training and Experience: Must have several years of experience leading, training and coordinating groups of adult volunteers in a Children's Ministry setting. Must be able to organize and equip adult volunteer staff and teenage helpers to serve in the Children's Ministry.

General Duties and Responsibilities:

- Oversee the Children's Ministry (Nursery – 5th grade), including Sunday School, GrowKids, and WeeGrow.
- Indirectly oversee AWANA Clubs for children through AWANA Commander.
- Oversee and coordinate special events (VBS, Christmas Program, Easter events, etc.)
- Work with Church Administrator to ensure laws and policies for Child Care are being followed.
- Liaison with MDO Director and Child Care Coordinator.

Manager/Administrator

- Recruit, Train, and Oversee Children's Ministry Team (volunteers, parents, high schoolers)
- Submit annual budget, and manage Children's Ministry within budget
- Meet regularly with church staff for mutual edification and ministry coordination

Oversee Biblical Content

- Ensure curriculum is faithful to NBBC's doctrine, vision, and philosophy of ministry
- Order and organize each quarter's curriculum

Oversee Safety and Classrooms

- Oversee registration and Sign In/Out procedures, and provide teacher/student interaction guidelines.
- In cooperation with Administrator, ensure all childcare workers are properly vetted

Oversee Actual Training and Resources

- Meet with Children's Ministry volunteers for training and encouragement
- Guide teachers in teaching the Bible with a grace-centered perspective
- Communicate with and encourage parents in their primary role as spiritual leaders to their children
- Work with Web Administrator to maintain Children's Ministry area of the NBBC website

Personal and Ministry Spiritual Maintenance

- Maintain spiritual strength and accountability through active participation in a small group
- Develop leadership skills and ministry awareness through reading, courses, conferences, etc.
- Meet regularly with church staff for mutual edification and ministry coordination