

FELLOWSHIP BIBLE CHURCH // LONGVIEW, TX

Title: Kids' Ministry Director

Status: Full Time Salaried Position

Reports To: Lead Pastor. Also part of Family Ministries team led by the Associate Pastor.

Position Overview

The position works with the elders and pastoral staff to pursue the mission and vision of FBC with the children and families of Fellowship. This position executes that by developing, coordinating, and administering a comprehensive and expanding program for children (infant through 5th grade) of the church and surrounding community. This position also provides effective leadership and supervision to staff members and volunteers involved in this ministry. This position seeks to foster an environment conducive to excellence and safety in ministry.

Key Result Areas

1. **Vision and long-term planning, and implementation of discipleship, and growth for our kids.**
 - a. Plans ways to implement the vision with purpose on Sunday mornings and planned events.
 - i. Establish goals and objectives by prioritizing related programs, managing the use of facilities, planning appropriate budget, delegating tasks and evaluating progress.
 - ii. Continuing to stay up to date on current trends in kids' ministry.
 - iii. Attend trainings and opportunities for continuing education.
 - b. Review and select curriculum materials and educational tools for ministry programs.
 - c. Creatively searching for ways to bring vision, discipleship, and empowerment to families in our church.
 - i. Sets up ways to empower parents to disciple their kids.
 - ii. Offers resources and trainings throughout the year to help equip parents.
 - iii. Researching and implementing ways to use kids' ministry as outreach to families that attend, but are not involved.
 - d. Give announcements in service at multiple times a year, and as needed, on direction, updates, events, and/or any special needs or concerns.

- e. Establish goals and objectives by prioritizing related programs, and managing the use of facilities, planning appropriate budget, delegating tasks, and evaluating progress.
- f. Create annual itemized budget.
- g. Give quarterly updates to leadership on health of ministry, direction, needs, and concerns.
- h. Connect with AWANA Commander quarterly to help with needs.

2. Develop and coordinate events for children.

- a. Review, evaluate, and choose Biblically oriented curriculum for annual Vacation Bible School.
- b. Review, evaluate, and choose Gospel centered summer camp(s).
- c. Plan and implement outreach opportunities throughout the year.
- d. Plan and implement other opportunities throughout the year to use the ministry facilities for families.
- e. Work with staff on advertising, recruiting, and training for above events.

3. Recruiting, training, and scheduling volunteers.

- a. Stay up to date on best practices for recruiting and training volunteers.
- b. Identify and empower people to recruit in service of kid's ministry.
- c. Sets up multiple meetings per year to adequately train volunteers in feeling confident to serve kids by teaching, interacting, discipling, and evangelizing to kids.
- d. Ensures volunteers are scheduled for weekend services and special events.
- e. Provide feedback to volunteers and prioritize opportunities for attending the main Sunday service.

4. Other duties as assigned or needed.