

**First Crescent Baptist Church**  
**Full-time Children's Ministry Coordinator**  
**Job Description**

We are prayerfully seeking a person to fulfill the role of minister to children and families. We are looking for someone who:

- is called of God to lead children and families,
- possesses administrative and managerial skills, and
- is willing to live in the community (housing provided).

Responsible to: Sr. Pastor

Works directly with the following ministry teams: Nursery Director  
Sunday School Director  
Kids Church Director  
AWANA Commander

Time Requirements: approximately 40 hrs. per week (annual salary TBD)

**MINISTRY RESPONSIBILITIES:**

1. Guide in establishing vision and goals for FBC Children's Ministry
2. Plan, promote and oversee the execution of all Children's Ministry activities.
3. Work directly with Children's Ministry team in planning programs and activities to meet the needs of the children and parents of FBC Crescent.
4. Inform parents, children and church body about Children's Ministry activities through the use of newsletters, bulletin board displays, e-mail, text and social media.
5. Provide and maintain a calendar of activities for the Children's Ministry.
6. Facilitate the sharing of space, resources and teaching materials by church and Children's Ministry workers.
7. Coordinate and staff the babies/preschool childcare during regular church

activities and special church-wide events.

8. Recruit Children's Ministry volunteers and provide them with leadership, resources and training.
9. Ensure all Children's Ministry volunteers have completed a background check & that all verification records of every volunteer are kept in a secure file at the church.
10. Develop and implement policies for the safety and security of children.
11. Implement effective attendance & outreach programs that will attract current levels of attendance and facilitate attendance growth.
12. Plan and coordinate current special Children's Ministry events and explore opportunities to add new Children's events.

Including but not limited to:

- VBS
- Falls Creek Children's Camp
- Fall Festival
- Church Has Left The Building

13. Be present at all church-wide functions and oversee Children's SS and Wednesday night programs.

#### ADMINISTRATION:

1. Attend weekly staff meetings as needed and requested by the Sr. Pastor.
2. Prepare a yearly budget for all Children's Ministry functions and present to the finance committee.
3. Perform other tasks as assigned by the Sr. Pastor for the enrichment of the Children's Ministry and church.