

The Greater Piney Grove Baptist Church

Job Description: Children's and Babes in Christ Ministries

Position Title: Pastor of Children's and Babes in Christ Ministries
Ministry Pillar: Next Generation
Reports to: Senior Pastor
Classification: Full-Time

Position Summary

The Children's and Babes in Christ Pastor provides leadership, training, support and direct oversight of The Greater Piney Grove Baptist Church Children's and Babes in Christ Ministries. The Pastor is responsible for the implementation and development of programming for the spiritual formation and growth of all children in Babes in Christ (infancy to 4 years) and Children's Ministry (Pre-Kindergarten to Sixth Grade). The Pastor will work closely with the Pastor of Youth and College Students. Collaboratively, these Pastors will chair the Next Generation Pillar. The Pastor will also work with other ministries in fulfillment of responsibilities in accordance with the Church's vision and mission.

Responsibilities

- Oversee and coordinate all aspects of the Ministries including Sunday morning services, Tuesday night bible class, Vacation Bible School, Easter and Christmas Programs, New Year's Eve Service, special events, etc.
- Represent and promote the interests of the children at all Church meetings
- Review, select and implement curriculum for each age level
- Create environment, activities and programming for each age group that will facilitate learning and promote spiritual growth and development
- Develop and administer an active outreach program for children of the Church and community
- Recruit, schedule and oversee all volunteers providing leadership, training, encouragement and appropriate communication (meetings, verbal and written correspondence)
- Establish and implement adequate check-in / out procedures
- Track weekly attendance
- Maintain consistent and regular communication with parents and families
- Develop and implement programs to actively recruit and involve parents in the Ministries
- Obtain and maintain equipment, supplies, arts and crafts, etc. to adequately service the Ministries
- Develop annual calendar of programs and events
- Develop, submit and monitor annual budget
- Prepare and submit monthly reports and other reports / documents as required
- Attend Church meetings
- Work with appropriate administration to maintain a safe, clean and aesthetic environment for the children
- Keep Senior Pastor informed of children's and collegiate programs and activities
- Coordinate an after school program for the youth of the church and the community
- Network with the Athletic Ministry in planning recreational and sports activities for the youth and the community

Expectations

- Provide a loving, warm, friendly, positive, learning environment for children and families
- Fully embrace the vision, mission and values of The Greater Piney Grove Baptist Church
- Energetic, self-starter, creative and able to effectively share the love of Jesus with children and families
- Have a love and passion for children
- Demonstrate patience in dealing with children and families
- Active and growing personal relationship with Jesus Christ, evidenced by action, attitude and behavior

Qualifications

- Bachelor's Degree is required; a Master's Degree in Seminary is preferred
- Minimum of three years of strong experience in management, coordination, development, and support of children's ministry programs
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- Demonstrated ability and desire to work with children and families in their Christian growth and development
- Effective communication skills (interpersonal, written and verbal)
- Strong planning and organizational skills
- Competency with basic computer software (Microsoft Word) and ability to learn new software (ACS)