

JOB TITLE: Director of Children and Family Ministry

REPORTS TO: Senior Pastor

FULL-TIME or PART-TIME: Part-time (average 20 hours/week)

LOCATION: On-Site (713 Campbell Road, New Freedom, PA 17349)

SALARY: \$27,000/yr

JOB SUMMARY

The Director of Children and Family Ministry at Mason Dixon Baptist Church is to develop a spiritual foundation for the life of each child, birth through 5th grade, so that they will become aware of God's love and accept Jesus Christ as his/her personal Savior. The director will support the children's ministry leaders to encourage the child's spiritual growth and equip parents to develop a biblical worldview within their family.

QUALIFICATIONS

Must be Christ-centered and have a strong personal commitment to the ministry and mission of Jesus Christ. Must be a strong spiritual leader, self-motivated, and creative. He/she must be highly relational, possess a strong team mentality, and lead staff/volunteer teams to provide a comprehensive program of Christian education. Passionate about ministry for children and their families.

RESPONSIBILITIES

A. Pastoral Support:

1. Develop and continually evaluate a strategic plan for the Children and Family Ministry of Mason Dixon Baptist Church that aligns with the church's mission statement under the direction of the senior pastor. Material selected for programs must also be age appropriate, complimentary to other children's ministry areas, and challenging to support spiritual growth for children and their families.
2. Addition and deletion of programs as necessary to better serve the needs of children and their families.

B. Christian Service:

1. Participate in church council
2. Coordinate children and family ministry functions with other church ministry and community outreach functions
3. Communicate the needs of children and families to pastors and council.
4. Perform various administrative tasks to support the Children's Ministry including submission of coordinated budget for all children's ministries to Finance Committee
5. Prepare quarterly and annual reports of ministry activities for business meetings.

C. Leadership Development:

1. Provide leadership and direction for key programs of the Children and Family Ministry such as Sunday School, Children's Church, Sunday and Wednesday evening activities, Kid's Choir, Nursery, and support the Special Needs Ministry as needed.
2. Recruit, train and empower members of Mason Dixon Baptist Church to reach, serve, and disciple children and their families.
3. Establish and maintain a policy and procedures book for children's ministry workers to follow when working with children as well as oversee security clearance data for all workers.

D. Personal Contact:

1. Develop and implement outreach opportunities for our members to serve the children of our community, potentially through local schools. Assist the pastoral staff in visitation of church families and follow-up with new visitors.
2. Develop and execute a communication plan within the ministry that would include a social media presence.
3. Provide spiritual care such as salvation counseling, baptism follow-up, and support for children and their families in times of need.
4. Equip parents to be involved in the spiritual formation of their children.

E. Activities:

1. Oversee seasonal events and programs, including but not limited to VBS and retreats.
2. Develop ways for children of Mason Dixon Baptist Church and their families to serve our community in various service projects.
3. Oversee the Children and Family Ministry such as Sunday School, Children's Church, Sunday and Wednesday evening activities, Kid's Choir, Nursery, and support the Special Needs Ministry as needed.

F. Teaching:

1. Attend workshops and conferences to stay informed on new and effective ministry tools.
2. Hold periodic meetings with all the people working in the children and family ministry to maintain and establish unity.
3. This position is an oversight role. The Director of Children and Family Ministry would not be expected to be the sole leader of more than two groups.
4. Set an example for the children and their families by participation in the worship services.

G. Additional Church Responsibilities:

1. Work with pastoral staff and trustees to identify facility improvements that are required to support the various church ministries.
2. Active member of Mason Dixon Baptist Church (current, transfer or new)

3. Support the Constitution and By-Laws of Mason Dixon Baptist Church
4. Support the Baptist Faith and Message, the Mid Maryland Baptist Association, the Baptist Convention of Maryland/Delaware, the Baptist Association of Pa/SJ, and the Southern Baptist Convention.
5. Strive to provide a good example for the church body.
6. Perform other duties as requested by the Senior Pastor.

Interested candidates please submit resume to Derek Walker, Chairman of Personnel Committe, via email: derekscottwalker@yahoo.com