

**Job Title:** Children's Director  
**Accountable To:** Next Generation Pastor and Senior Pastor  
**Salary Status:** Exempt Full-Time Salaried (minimum of 40 hours)

**Education Requirements:** Associate degree

**Qualifications:**

1. Be a born-again Christian.
2. Maintain a daily quiet time.
3. Be a personal soul-winner.
4. Maintain a neat appearance.
5. Demonstrate care and concern towards fellow workers, members of the congregation, and those outside the fellowship.
6. Demonstrate a servant's attitude at all times.

**Purpose:** Hillcrest Baptist Church is a church on mission to make disciples, mature believers, and multiply ministries for the glory of God.

This person shall oversee all the ministries for children birth through the 5th grade. The Children's Director is the primary administrator of all children's programs.

**Responsibilities:**

The Children's Director will be responsible for developing, coordinating, and maintaining a comprehensive children's ministry of Christian Education. Areas of children's ministry include Nursery, Pre-school, Children's Sunday school, Children's Church, Sunday and Wednesday Night Programs, Vacation Bible School, and all other events that involve the supervision of children.

**Children's Director will be responsible for:**

1. Working with the Next Generation Pastor and the Nominating Committee in the enlistment and training of workers for Sunday School, and special projects.
2. Ministering to children as a friend, and an adult.
3. Ministering to parents as a leader in the development of their child's Christian Education.
4. Providing and advising in the use of program materials, equipment, supplies, and space for children in all church program organizations.
5. Researching and implementing new avenues of ministry for preschoolers and parents.
6. Assisting in worship leadership as appropriate for ministry with children.
7. Planning budget and control expenditures within approved guidelines for the children's ministries.

8. Train, coordinate, supervise, and evaluate paid childcare personnel.
9. Recruit, train, and manage the volunteer ministry team for all levels of preschool/children's ministry.
10. Ensure, to the extent possible, a safe and challenging environment for children; physically, emotionally, and spiritually.
11. Develop and implement guidelines for the Children's Ministry of Hillcrest Baptist Church.
12. Further develop the Security System for the Children's Ministry for all services and special events.
13. Be an advocate for children to the church and the community.
14. Coordinate with missions and music leaders, the schedule and programming for children on Wednesday night.

**Other Duties:**

1. Keep regular office hours.
2. Attend regular services and special events.
3. Visit families of children as needed.
4. All other duties as assigned by the Next Generation Pastor.

Work Schedule and policies concerning the Children's Ministry Director will be in accordance with established Church Personnel Policies and as listed below:

1. The Children's Director will be expected to be present for regularly scheduled church services.
2. The Children's Director will be expected to be present for regular staff meetings with the ministry staff.