

**Director of Children's Ministry  
Fellowship Bible Church**

**Position Available and Expectations**

Fellowship Bible Church (FBC) in San Antonio seeks a new Director of Children's Ministry. This is a part-time position. Preferably, the Director will be married with children and is seeking bi-vocational employment. The primary expectation for this Director is to rebuild our Children's Ministry.

This is a part-time (20+ hours per week), exempt employee, in a salaried position reporting directly to the Senior Pastor, and accountable to the Elder Board.

**Note:** must be able to pass a background check.

**Point of Contact**

Please submit your resume and qualifications to:

[mrmorlino@gmail.com](mailto:mrmorlino@gmail.com)

**General Job Description**

The Director of Children's Ministry is gifted and is called to church ministry, loves people, and has a passion for evangelism, outreach, spiritual growth, and a desire to work with children. The Director has a passion for the Word of God and a desire to proclaim the Word of God with conviction and confidence always moving these children towards *Leading people into a Living adventure with Jesus*, which is the stated mission of FBC.

This Director is to provide the necessary leadership, discipleship, training, coaching, and program development required to support the FBC children's ministry. The goal is to create a caring and supportive culture that will teach children to love Our Lord Jesus Christ and prepare them to attend worship service regularly when they are old enough.

**Key Objectives**

The key objectives this Director is expected to achieve are:

- To encourage every child associated with FBC to accept Jesus Christ as their Lord and Savior.
- To foster the development of a Christian worldview within children to actively live an adventure with Jesus. Whenever possible, engage fatherless children in activities where members of FBC can minister as father figures for these children.
- To Implement programs that help FBC children learn their spiritual gifts, be able to defend their faith in Christ, and share the salvation message of Christ with their peers.
- To grow this FBC ministry.

### **Specific Ministry Responsibilities**

The following defines the specific functions to be performed by the Director of Children's Ministry:

- **Budget**
  - Present an annual budget for approval
  - Coordinate ordering of supplies
  
- **Sunday School (1st Hour Children's Ministries):**
  - Nursery (infant - 4 years)
    - Recruit and oversee paid employees
    - Recruit volunteers and ensure that adequate workers are always available
    - Enforce FBC childcare requirements
  - Pre-Kindergarten - 6th Grade:
    - Order Curriculum quarterly
    - Provide curriculum and lesson plans for the teachers
    - Recruit and train teachers and ensure that sufficient teachers are available on Sundays
  
- **Children's Church (2nd Hour Children's Ministries):**
  - Nursery (infant - 4 years)
    - Recruit and oversee paid employees
    - Recruit volunteers and ensure that adequate workers are always available
    - Enforce FBC childcare requirements
  - Kindergarten - 4th Grade:
    - Order Curriculum quarterly
    - Provide curriculum and lesson plans for the teachers
    - Recruit and train teachers and ensure that sufficient teachers are available on Sundays
  
- **Summer Children's Activities**
  - Organize an annual event for kids aged four through fifth grade
  - Recruit and train volunteers
  - Oversee all aspects of summer ministries including set-up and take-down
  
- **Fun Activities and Service Projects**
  - Organize additional events for the children and families throughout the year.
  
- **Other Responsibilities**
  - Maintain the Children's Ministry page on the church website
  - Administrate first-hour classroom assignments, supplies, materials, etc.
  - Attend and actively participate in staff meetings
  - Oversee hiring for childcare for FBC events such as Ladies' Bible Studies and ladies' events

- Maintain an employee file for all staff members containing pertinent contact and employment information.
- Assure that FBC requirements for childcare positions are met and certificates are on file
- Submit childcare worker timecards to the FBC accountant every two weeks
- Be available to the childcare worker as the contact person in case of problems with payments or scheduling

### **Communication and Coordination**

This Director will keep the Senior Pastor informed of all ongoing ministries and activities, all future planned but unscheduled activities, and any problems or challenges impeding the achievement of the Key Objectives set forth herein. As required, submit reports to the Elder Board in a comprehensive and timely fashion. Just as important, keep our members informed either through the FBC Weekly Newsletter, bulletin inserts, email, etc. When in doubt, over-communicate.

### **Minimum Qualifications Desired:**

- Demonstrated ability to organize weekly and annual children's events
- Demonstrated ability to develop, coordinate, recruit, train, and support teams of volunteer ministry leaders
- Develop and implement the church vision for the church in conjunction with the Elders

### **Personal and Spiritual Qualifications**

- Give evidence of a spiritually balanced life in the areas of prayer, Bible study, worship, family, financial stewardship, physical health, and rest.
- Possesses personality, temperament, and interpersonal skills required to relate and serve effectively within a multi-generational congregation setting.
- Exhibit evidence of Christian character and servant leadership as stated in 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-4 both at work and at home.
- Doctrinally aligned with FBC's Statement of Faith, doctrinal positions, mission, and core values.
- Give evidence of being self-motivated with a strong work ethic and personal integrity.

### **Personal Conduct**

Refer to the document titled "Guidelines for Conduct by Ministry Leaders". This document is included as part of the onboarding information presented at the time of hiring.