



Position Description

Job Title

Children's Ministries Director

Reports To

Executive Director

Purpose

The Children's Ministry Director will serve as a member of the BHM Senior Leadership Team and provide oversight for all ministries to children from birth through 4th grade. The primary objective is to build and equip necessary teams to execute engaging ministry for all children so they can know and love God personally.

Primary Responsibilities

- Attend weekly BHM Senior Leadership Team meetings
- Establish and oversee annual budget for Children's Ministries
- Oversee the recruitment, and training of volunteers in Children's Ministries
- Provide supplies for all volunteer staff needs
- Coordinate with Youth Ministries to equip and transition children into the youth ministry
- Ensure that appropriate background checks are completed on all volunteers

Sunday Morning (Birth through 4th Grade)

- Direct all aspects of the Sunday morning ministry to children, including staffing, curriculum, and check-in procedures
- Develop a team approach to leadership in all areas of ministry to children
- Commit to small group philosophy of ministry to children whenever appropriate
- Oversee the computer check-in program; with emphasis on how to best serve new families to Blackhawk
- Ensure that quarterly training is implemented for volunteers

Wednesday Night (Birth through 4th Grade)

- Develop a philosophy for mid-week ministry that compliments Sunday morning.
- Direct all aspects of Wednesday evening's ministry to children; including staffing, programming, and check-in procedures
- Develop a team approach to leadership
- Provide appropriate programming for children birth through 4th

Special Events:

- Host a summer VBS as outreach to our community
 - *Oversee and recruit a leadership team for VBS
- Ensure that Kid's Faith Basics is taught
- Oversee Kid's Baptism
- Oversee Baby Dedication
- Host a Fall mini-camp

Position Requirements

- Embrace the doctrine, theology, and DNA of Blackhawk Ministries.
- Experience in children's ministry is desirable
- Bachelor's degree or higher in a related field is highly preferred.
- Background in managing annual ministry budgets with good stewardship.
- Demonstrated ability to plan, develop, coordinate, manage, and implement vision and strategy for church ministries.
- Established ability to work effectively with children and adults, diverse ministry groups, and teams of volunteers.
- Proven track record of getting projects and tasks completed on time and on budget, while also working well with others in the process.
- Strong verbal/written communication and presentation skills.
- Strong evangelism skills and relationship-building abilities for children and community/school involvement
- Effective teaching skills.
- Ability to excel while working in a fast-moving, rapidly changing, dynamic environment of diverse scope and constituencies.