**BETHANY COVENANT CHURCH**

**Position Description**

**TITLE:** Part-timeDirector of Children’s Ministry (15 hours a week)

**POSITION OVERVIEW:** To coordinate, administer and develop ministry programs from birth through 6th grade by providing leadership and supervision of the volunteers and paid staff in the Children’s Ministry area. To help children develop a vital relationship with God by becoming a follower of Jesus

**REPORTING RELATIONSHIPS:**

* Reports to the Interim Lead Pastor and works in cooperation with the staff team
* Relates to other Pastoral and administrative/support staff.
* Relates to lay leaders, volunteers, vendors, congregation, and community as necessary.

**RESPONSIBILITIES:**

1. Provide overall vision and leadership to the children’s ministry from birth through sixth grade.
2. Recruit and supervise ministry volunteers and paid staff who implement the program.
3. Train and mentor leaders and help them with curriculum resources and supplies for their area of ministry.
4. Communicate directly with parents and encourage involvement in the faith formation of their children.
5. Evaluate and manage the Children’s Ministry budget.
6. Oversee childcare staff for high priority church events.
7. Communicate the events and activities of Children’s Ministry through the various communication channels at BCC.

**QUALIFICATIONS:**

1. Experience with children’s ministry in a church or educational context desired
2. Teaching, planning, organizational, and leadership skills
3. Ability to recruit, train, and encourage volunteers.

**EDUCATION**

1. Education in early childhood development and/or related work experience

**ATTRIBUTES:**

* Person of Christian faith
* Able to maintain confidentiality
* Strong organizational skills
* Relates well with parents and children
* Proficient in oral and written communication (English is required)
* Attention to detail

**PHYSICAL REQUIREMENTS:**

Position requires sitting at a desk in front of a computer, talking, hearing, occasional standing, walking, lifting (up to 25 lbs without assistance), Requires normal visual acuity

**HOW TO APPY:** Send letter of interest and resume to: Receptionist@bccmv.org