



Job Description and Duties (FT)

TITLE: Children's Ministry Coordinator

Position: Full-time

Job Summary

The Children's Ministry Coordinator has the primary responsibility to ensure that programs, resources and personnel are in place to service the spiritual, practical and emotional needs of every child who comes in contact with Bridge Builders Church International. The Children's Ministry Coordinator oversees and inspects every area in Children's Ministry. The Children's Ministry Coordinator is responsible for ensuring that projects, policies and reports are completed in a timely manner. The Children's Ministry Coordinator also provides activities and resources that promote positive family interactions. The Children's Coordinator provides instruction and training to others on various techniques for teaching the Word of God in a fun and simplistic way. The Children's Ministry Coordinator ensures that each area of Children's Ministry is safe, attractive and has an enjoyable atmosphere in which children can be ministered to while having fun.

Minimum Qualifications:

- Must be a member in good standing
- A person with a vibrant and growing relationship with Jesus Christ
- A person who is supportive and enthusiastic, with the ability to articulate the vision and values of Bridge Builders Church International
- Maturity of character, compassion, discernment, and confidentiality.
- Attention to detail and accuracy.
- A person who is positive, energetic, personable, marked by integrity, has leadership skills, is teachable, creative, cooperative, has good people skills, a sense of humor, is self-disciplined, sees the big-picture of BBCI, and is friendly to church staff, adults, youth, guests and the larger, local and global community
- Excellent communication skills
- Proficiency in the use of standard office tools (computer, copy machine, etc.)

Accountability:

- The Children's Ministry Coordinator will report to the Senior Pastor for all aspects of the job.

Primary Duties and Responsibilities

- To assist in fulfilling the vision and requirements of Pastors Darius and Alesia Crayton for Bridge Builders Church International.
- Ensure that departmental goals and objectives are met by prioritizing related programs, managing the use of resources, planning an appropriate budget, delegating tasks and evaluating progress regularly.
- Review purchase requests, major expenditures, and all financial transactions for the Children's Ministry.
- Review, evaluate and select curriculum, material and educational tools for Children's Ministry.
- Develop, review and evaluate policies for Children's Ministry.



- Orientate, train and provide supervision of Children's Ministry staff members and volunteers.
- Attend regular staff meetings and provide weekly reports of the status of Children Ministry programs.
- Develop and maintain an atmosphere of excellence in Children's Ministry.
- Conduct hospital visitations.
- Schedule and do Christian Advisory for parents and children.
- Plan and oversee Children's Ministry for weekly services, conferences, public school and community outreach.
- Assist other ministries with information regarding Children's Ministry.
- Research current trends in Children's Ministry.
- Ministering to children by teaching and providing biblical instruction.
- Prepare reports for the Senior Pastor of Bridge Builders Church International.
- Oversee and start Children's Ministry in BBCI Satellite Churches.
- Trains volunteers in Satellite Churches.

Other General Expectations:

- Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teaching ability and accountability.
- Should be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Should be willing to work evenings and weekends occasionally.
- Should be ever **conscious of the need for confidentiality**.
- Should always exercise discernment and wise judgment.
- Should be a person who gives extreme attention to details with an eye for excellence.
- Should have a non-lackadaisical attitude with the willingness to seek new information, training, and resources as needed.
- Should be a self-starter, good at multi-tasking and prioritizing projects.
- Should possess the ability to work independently without supervision.
- "Take Charge" personality; one that shows initiative, perseverance, and possess a "whatever it takes" attitude.
- Ability to be extremely flexible in an environment that is subject to many spur of the moment changes.
- Performs other duties as assigned.

Ministerial requirements:

- Consistent Tither (As an employee, tithing is mandatory, you have the option for automatic deduction.)
- Have completed New Member's Orientation Classes
- Willing and obedient to Spiritual Authority

Reviewed by:

Signature: _____ Title: _____ Date: _____

I fully understand the job description as it was read and explained to me:

Signature: _____ Date: _____