



## POSITION DESCRIPTION MOUNT VERNON BAPTIST CHURCH

<b>JOB TITLE</b>	<i>MVBC Children's Director</i>
<b>REPORTS TO</b>	<i>Youth Pastor (in the future Discipleship Pastor)</i>

### OVERVIEW

The Children's Director (Newborn - Grade 5) will coordinate and oversee all ministries of Mount Vernon Baptist Church's (MVBC, the Church) Childhood Education program, working closely with Ministerial Staff and lay leadership to plan, teach, guide, and evaluate the work of children ministries. The Director should be a model teacher through example in and out of the classroom setting.

As a follower of Christ:

The Children's Director will foster and deepen a relationship with Christ through the following ways:

1. Be in the Word on a regular basis for spiritual nourishment.
2. Follow the commands of God's Word, such as living justly and loving mercy, tithing, humility in serving others, worshiping alone and with others, and demonstrating a mature and growing relationship with God through Jesus Christ, evident in both personal and ministry relationships.
3. Be in close communication with God through prayer.
4. Be led by God's Spirit in all matters: at home, in ministry, and in all relationships.
5. Lead this ministry in a way that reflects personal integrity, spiritual discernment, and a commitment to honor God in all that we do.
6. View this position of service to the Church and our community as a ministry unto the Lord.

### DUTIES & RESPONSIBILITIES

1. Be committed to the great commission by making disciples.
2. Maintain departmental records and encourage all teachers to contact assigned absentees.
3. Work with Sunday School, Discipleship, and Mission Organization departmental leaders to distribute the names of all enrolled children and prospects among all teachers for outreach.
4. Encourage participation in MVBC's outreach efforts to prospects and members' involvement in special programs of the church.
5. Work with organizational directors and staff in enlisting teachers and volunteers for children's ministry, including overseeing the Baby Room Coordinator's work and maintaining a monthly nursery volunteer schedule.
6. Plan regular training opportunities for children's ministry leaders.
7. Lead teachers and volunteers to ensure their service is an act of worship to God.
8. Help children know and love God by modeling appropriate attitudes and actions of worship.
9. Be mindful that the role of a children's educator can be a powerful witness to families.
10. Share your faith with children and families as the Holy Spirit leads.
11. Seek and participate in training and opportunities to keep up and sharpen the skills necessary to lead the Children Ministry and equip both children and parents.
12. Minister to children and their families in times of special need.
13. Other duties as assigned.

#### Administration

14. Attend all regularly scheduled church activities (Sunday and Wednesday) and other events pertaining to MVBC's total church life.
15. Arrive early to be available to departmental directors and teachers.
16. Assure that children's classrooms have an appearance that is neat and reflective of an atmosphere of learning.
17. Be familiar with all policies and procedures of the Church and enforce them at all times. Seek proper guidance

for necessary changes to ensure the safety of our children and volunteers.

18. Report damages to furnishings and equipment to the appropriate Minister and/or Facilities Director.
19. Participate in scheduled staff meetings.
20. Work with organizational directors in scheduling events.
21. Oversee the supply rooms for the preschool and children's areas. This will include inventory, purchasing, appearance, and operation of these rooms.
22. Work with other staff to help develop a long-range plan to anticipate and develop new programs, including research of facility needs and other concerns.
23. Strive to plan all activities to reflect the Church's purpose of reaching and equipping people to follow Christ in their daily lives.
24. Work with the staff to help plan and implement church-wide events.

## QUALIFICATIONS & EXPECTATIONS

1. Works well with others and maintains a team approach to staff relationships.
2. An organized person with excellent administrative and time management skills.
3. Flexible team player who can adjust to the Church's varied weekly schedule.
4. Ability to communicate clearly with all staff and church members.
5. General people and relational skills, including working with volunteers to build and lead teams in the areas of ministry in making disciples and care teams.
6. Flexibility, as well as the ability to think quickly and solve problems.
7. An understanding of Church organization and the skill to prepare budgets and operate under reasonable budgetary expectations.
8. Working knowledge/ability to learn current computer systems such as Office, Adobe, database programs (Church Community Builder), and other related applications are preferred.
9. Preferred degree in childhood development/education or equivalent.
10. Preferred three to five years experience in children's ministry or equivalent.

## PHYSICAL REQUIREMENTS

- The ability to pick up, hold, and carry babies and very young children, as well as abilities to get up and down from the floor with children, is helpful in this position.

## DIRECT REPORTS

- Children's Ministry Assistant
- Baby Room Coordinator
- Paid nursery workers
- Volunteer teachers and leaders

## EMPLOYEE SIGNATURE:

*I have reviewed this position description and agree to serve accordingly:*

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## POSITION DESCRIPTION REVIEWED & UPDATED:

DATE: \_\_\_\_\_

BY: \_\_\_\_\_

*SUPERVISOR SIGNATURE:*

Position description approved at MVBC Business Meeting on 4/10/2024



MOUNT VERNON BAPTIST CHURCH  
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