Template for Ministry Descriptions

Job Title: Position Description

Organization Name

**Job Title:** *What will the position be called?*

**Position Status:** *Permanent or temporary? Full-time or part-time?*

**Employee Classification**: *Exempt (salaried) or non-exempt (hourly)?*

**Regular Work Hours:** *How many hours do you expect this person to work, and when do they need to work them? Be specific.*

**Reports to**: *Who oversees this person, or what is the manager’s title?*

**Position Summary:** *Write a brief 2-3 sentences describing the role and what this person will be doing.*

**Responsibilities and Duties:** *List in bullet points the main things this person will be doing and/or be responsible for.*

**Qualifications and Skills:** *List any required skills, education, certifications, etc. that are necessary for the position.*

**Supervisory Responsibility:** *Will this person oversee any other positions or people?*

**Travel Requirements:** *None, 1 week per year, 50% of time, etc.?*

**Conduct:** *List any expected behavior/life style guidelines required for the position.*

*See the next page for a sample…*

Director of Children’s Ministry: Position Description

First Baptist Church Albuquerque

**Job Title:** Director of Children’s Ministry

**Position Status:** Permanent, part-time

**Employee Classification**: Exempt (salaried)

**Regular Work Hours:** 25 hours per week. Office hours are Monday-Wednesday, 9:00am-2:00pm. Wednesday evenings and Sunday mornings will comprise the rest of the schedule.

**Reports to**: Senior Pastor

**Position Summary:** The Director of Children’s ministries is responsible for managing children’s ministries; that includes bringing children to the saving knowledge of Jesus and making disciples that grow to worship and love Him and follow His commandments more and more each day. This includes a heavy emphasis on working with parents of the children to help them minister more effectively to their kids.

**Responsibilities and Duties:** 1. Recruit, train, develop and otherwise supervise staff (paid and volunteer) of all Children’s Ministries. Emphasis is on recruiting and training of others, not doing everything yourself.

2. Coordinate all Sunday children’s ministries from nursery through 6th grade. This includes providing high quality, safe and organized nurseries, and a quality older kids worship experience.

3. Coordinate to provide periodic ministry opportunities for those children outside of the Sunday morning experience including possible Wednesday nights, summer time activities, etc.

4. Train and equip parents to shoulder the main responsibility of growing and raising their children in a biblical manner.

5. Work with other staff and ministry areas to help integrate all areas managed into the church-wide vision and mission.

6. Work with other staff and ministry areas on special projects or events as needed or assigned to assist the church in meeting its vision and mission.

**Qualifications and Skills:** Degree in Christian Ministry, Early Education, or similar is preferred

**Supervisory Responsibility:** Oversee all children’s ministry staff and volunteers

**Travel Requirements:** None

**Conduct:** It is understood that the director will make a good faith effort to conduct themselves in a friendly and professional manner at all times. Biblical standards are the overarching guidelines are expected to be adhered to in private and professional lives.