Highland Park Baptist Church

Children’s Leader

The Children’s Leader will direct & oversee the HPBC children’s ministry. The leader will seek to disciple, minister to, and include children in the ministry of the church and follow up with children who are prospects for the HPBC children’s ministry. The leader will stay in touch with parents (guardians) & seek their involvement in the children’s ministry and the church.

|  |  |
| --- | --- |
| **Ministry Area/Department** | Children |
| **Position** | Children’s Leader |
| **Accountable To** | Pastor, Personnel Team, and Ministry Support Team |
| **Ministry Target** | Children (Birth-5th Grade) |
| **Position Is** | Paid Staff |
| **Position May Be Filled By** | One with sound Biblical theology & agrees with the beliefs, vision, & ministry purpose of HPBC. Sincere Christ follower who makes Jesus the priority in his/her personal life as well as children’s ministry. |
| **Minimum Maturity Level** | Stable, Mature Christian—Growing relationship with God, teachable spirit, healthy family life |
| **Spiritual Gifts** | Pastor/shepherd ∙ Teaching ∙ Outreach focused toward children & families ∙ One called to children’s ministry |
| **Talents or Abilities Desired** | One who seeks to further his/her knowledge of children’s ministry by attending seminars and seeking mentorship of others in ministry especially children’s ministry. Loving & approachable. Good role model. Background check and drug screen required. |
| **Best Personality Traits** | Compassionate • Dependable • Energetic & Organized.  One capable of working with a team to create & execute a long term vision for HPBC’s children’s ministry. |
| **Passion For** | Ministering to children with a heart for understanding their special needs. Has a desire to connect children with the overall ministry of the church. One who desires to mentor & disciple children. Excited to work with parents and volunteers to accomplish this task. |
| **Length of Service Commitment** | Ideal service would be two years minimum |

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** 8 hours a week.

2. **Participating in meetings/training:** 4 to 5 hours a month including but not limited to occasional Children’s Worker meetings/trainings and monthly Church Staff and Ministry Support Team meetings.

3. **Vacation:** 2 weeks paid vacation per year and approved appropriate sick-leave.

Responsibilities/Duties

* Lead effective children’s ministry through engaging Bible study regularly (typically Sunday mornings and other meeting times) with children using appropriate age-graded resources and aids such as crafts, music, games, etc.
* Organize and oversee effective children’s ministry with all other children’s groups nursery through elementary. This will require the children’s leader to sometimes visit and/or teach in these areas as well and regularly produce and communicate a volunteer children’s worker schedule.
* Seek to evangelize and disciple children in cooperation with other church volunteer leaders and parents to see children become life-long, growing disciples of Jesus Christ.
* Engage and train other church volunteer leaders in appropriate discipleship and ministry with children.
* In a spirit of cooperation, hold before the church the Kingdom value of children, ministry with children, and importance of including children in the overall ministry of the church.
* Coordinate with other leaders to bring children into worship regularly or periodically and to engage with other leaders to involve children in church special events.
* Provide weekly Bible engagement for the children’s ministry.
  + Including, but not limited to:
    - Weekly small group Bible study and activities for children.
    - Incorporate aspects of worship in ongoing children’s ministry.
    - Facilitate mentorships between children and Christian youth/adults.
* Provide monthly or bimonthly activities.
  + Including, but not limited to:
    - 5+ times a year – Parties/activities that encourage inviting new children and growing the children’s ministry. Some of these should involve parents, guardians, and/or mentorships.
    - 3+ times a year – Service/ministry projects that involve children to help them live out their faith in a practical way making a difference in the world for Jesus Christ.
* Coordinate and oversee VBS annually working closely with necessary leaders & volunteers.
  + - Plan yearly activities such as campouts, children’s camps, and kids events (e.g. Fall Festival, Easter Egg Hunt) that build bonding and spiritual development.
    - Seek to maintain the safety and security of the children’s ministry by attention to the 2 worker rule, helping the church maintain worker background checks, and becoming aware of medical and other security protocols especially related to children’s ministry.
* Maintain contact with children and parents (guardians) on a regular basis.
* Provide counseling and spiritual direction to children on an individual basis in consultation with parents and in conjunction with them or other appropriate adults.
* Participate in outreach ministry to children and families who have visited the church or are otherwise considered prospects for the church.
* Working together with the larger body of HPBC, participate in and perform other duties as assigned by Pastor and/or Ministry Support Team.