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## CAMPUS CHILDREN'S DIRECTOR

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**Job Title:** Campus Children's Director

**Ministry Purpose:** Consistent with Romans 12:9-15 and Ephesians 4:11-12, all Bethlehem Church Employees are responsible for assisting the Pastor and staff in carrying out the daily ministry functions of Bethlehem Church and all other duties as assigned.

**Job Description:** To provide leadership and organization for Children's Ministry volunteers and Bethlehem Church families for a specified campus.

**Job Classification:** Full-time

**Responsibilities:**

- Recruit, train, and coordinate volunteers for campus Children's Ministry classes (during worship services) and events (small groups, trainings, Discover Bethlehem, etc.)
- Responsible for the on-boarding process of volunteers (background checks, volunteer handbook, hands-on training) and provide leadership in their ongoing development
- Oversee and coordinate all aspects of the Sunday experience for Children's Ministry (check-in, safety, and overall appearance)
- Work cooperatively with Campus Pastor, all staff, and volunteers
- Implement and maintain clear and consistent communication with campus leadership, Children's Ministry team and volunteers
- Provide a safe, friendly, and learning environment for children and families
- Communicate the needs of Children's Ministry to the Central Children's Ministry Leadership Team
- Organize, set up, and stock classrooms with necessary supplies
- Oversee and implement monthly decor changes as needed
- Coordinate sanitation procedures and ensure that all safety protocols for CM are followed
- Visit classes for evaluation and volunteer support to address any issues or emergencies that may arise
- Oversee budget for campus Children's Ministry
- Attend weekly staff and Children's Ministry meetings
- Oversee and coordinate Children's Ministry discipleship process (KidFaith, Child Dedication, etc.)
- Participate in yearly evaluations
- Other tasks as assigned



**Characteristics:**

- Adaptable and forward-thinking
- Maintain a Godly attitude and follow the guidelines outlined in the Bethlehem Church Employee Handbook for how to biblically handle conflict
- Ability to maintain confidentiality
- Highly organized

**Spiritual Criteria:**

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth
- Models standards and expectations of leaders within Bethlehem Church
- Must attend Bethlehem Church

**Experience:**

- Previous Children's Ministry experience preferred
- Experience in organizing multiple projects and events