



Director of Children's Ministries

at Heart of the Springs Church

**Oversees all ministry programs for children.
(pre-kindergarten through 5th grade),
including all Sunday morning services, mid-week
programs, summer programming, and special events.**

Faith Foundation

- A Born-again Christian who feels called by God to vocational ministry.
- A passion and love for the Lord Jesus, the church, and the community—has a heart to make a difference.
- Must agree with and commit to Heart of the Springs Church's vision, values, and statement of faith.
- Must believe and follow the Baptist Faith & Message 2000 as shared on our website [Baptist Faith & Message 2000](#)
- A personal life that models a commitment to Biblical ethics, including Biblical views of sexuality and the family, and a commitment to fostering these Biblical views in others.
- A personal life that models a commitment to spiritual growth through discipleship.
- An excellent working knowledge of the Scriptures and an ability to communicate Scriptural principles accurately and gracefully.

Volunteer oversight

- Prays for volunteers.
- Recruits volunteers as needed.
- Is responsible for keeping background checks and child abuse awareness training current for all team members.
- Discerns volunteers' strengths, weaknesses, and personalities and make appropriate placements.
- Coaches, trains, schedules, and supports the ministry team.
- Regularly appreciates and celebrates those volunteering in the ministry.

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General Requirements

- Familiarity and agreement with the Employee Guidelines of Heart of the Springs Church.
- Passes a background check and child abuse awareness, CPR/First Aid (including use of AED) training current.
- Strong organizational and leadership skills, with a leadership style that reflects the Lord Jesus' servant leadership style.
- Ability to think creatively and cast vision.
- Attends all staff meetings.
- Works well with the current staff and is a vital member of the staff team.
- Able to communicate effectively with volunteers, church, church staff, and Senior Pastor as appropriate.
- The Elders will also provide support, guidance, and evaluation.
- Completes all aspects of the job consistently and compassionately.
- Good computer skills, including developing publicity for print and digital use.
- Supports other church events (Weddings, Funerals, etc.) as needed.
- Fulfills other responsibilities as assigned.
- Willing to work in Planning Center to manage their ministries.

Ministry Specific

- Attends at least one ministry-specialized training opportunity per year.
- Ability to lead, disciple, and build caring and appropriate relationships with those in your ministry.
- Able to plan, budget, and track expenses for assigned ministries.
 - Plan for and submit annual budget proposals for elder approval.
 - Track ministry finances within approved budgetary guidelines for assigned ministries.
- Keeps needed supplies and equipment in stock for the ministry.
- Keeps the Ministry Assistant informed of the ministry's calendar and publicity needs.
- Identifies the needs and interests of those within the church and community that ministry impacts.
- Is prompt, enthusiastic, and welcoming to families and volunteers.
- Evaluates existing programs to determine effectiveness.

Ministry Responsibilities

- Reports directly to the Senior Pastor.
- Communicates effectively with volunteers, children, parents, church staff, and Senior Pastor as appropriate.

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- Chooses and/or develops a curriculum for each program and each age level. Evaluate and review changes as with leadership.
- Develops and communicates appropriate policies to help keep children and leaders safe. Hold others accountable as appropriate.
- Recruits helpers and works with volunteers to provide childcare for special church-wide events, when assigned.
- In concert with the Building Manager, keeps children's ministry facilities (including a playground, storage spaces, resource room, AWANA office, and classrooms) well maintained, stocked, and inviting to both children and parents.
- Evaluates the children's ministries pages of the church website as needed and ensure that changes are made when appropriate.
- Oversees the children's ministries calendar and the development of appropriate publicity and communication with parents, volunteers, and church staff.