

**Children's Director
Greater Mt Zion Baptist Church
4301 Tannehill Lane
Austin, TX 78721**

**Please email resumes to Denise Sockwell: dsockwell@gmzaustin.org.
Deadline: September 30, 2017**

Qualifications:

1. Heart for Children
2. Gift of Teaching
3. Leadership
4. Vision
5. Team Development skills

Responsibilities:

1. Develop and oversee a comprehensive plan for Children's Ministry.
 - a. Develop and oversee new ministries in line with the mission and vision of our church.
 - b. Partner with parents and the community to meet the needs of our children.
 - c. Develop a vision for our children to be involved missionally in the community.
2. Oversee Children's Ministry team members.
 - a. Provide leadership, spiritual oversight and coaching for ministry team members.
 - b. Develop a Children's Ministry recruitment strategy to recruit and maintain volunteers for all areas of children's ministry.
 - c. Provide resources and training opportunities for volunteers to minister to children.
3. Oversee ministry and discipleship areas of the Children's Ministry.
 - a. Oversee Promise Land.
 - b. Oversee Club 45.
 - c. Oversee Children's Outreach.
 - d. Oversee volunteer management.
4. Develop and oversee Children's Ministry Summer Camp.
 - a. Organize summer camp with age appropriate skills development.
 - b. Recruit leaders to facilitate the summer camp.
5. Oversee Children's Ministry Special Events and Activities
 - a. Oversee Parent's Night Out.
 - b. Oversee Fun Day.
 - c. Oversee Children's Ministry Open House.

- d. Oversee the planning of holiday and annual activities.
- 6. Oversee all administrative functions of the Children's Ministry.
 - a. Oversee Children's Ministry calendar and budget.
 - b. Oversee the distribution of curriculum and supplies.
 - c. Create systems to upgrade the security and safety of our children and team members.
 - d. Screen and conduct background checks of potential team members.
 - e. Communicate regularly with parents and team members regarding schedules, events, changes.
- 6. Oversee Children's Ministry component of family ministry.
 - a. Work with family ministry leadership team to develop home centered family ministry model.
 - b. Research and/or write curriculum for grade levels.
 - c. Recruit and train facilitators for classes.
 - d. Develop celebration ceremonies for each class.
 - e. Establish guidelines to evaluate and measure effectiveness of family ministry.
 - f. Work with Student Pastor to create alignment between student and children's ministries to support families.
 - g. Partner with parents in the spiritual formation of their families to create missional families.
 - h. Build and maintain relationships with parents.
- 8. Actively pursue continuing education through attending seminars, conferences, and classes that would strengthen the ministry.
- 9. Develop a process to periodically review the Children's Ministry curriculum to ensure it meets our vision of image-based, interactive learning.
- 10. Minister to those under the Children Director's oversight in times of bereavement or loss and celebration or accomplishment.
 - a. Communicate losses and illnesses with church administrative assistant.
 - b. Call and pray with members.
 - c. Attend funerals.
 - d. Make hospital, nursing home and home visits.
 - e. Attend special events like graduations, ceremonies.
- 11. Lead or participate in a small group.
- 12. Live according to the moral qualifications of elders in 1 Timothy 3:1-7.
- 13. Do anything else deemed necessary by the Lead Pastor.