

Job Description
Minister of Children, Students and Families
Munfordville Baptist Church
Munfordville, KY

PRINCIPAL FUNCTION

The responsibility of the Minister of Children, Students and Families is to provide leadership to all children and student ministries of MBC. The primary goal is to disciple, cradle to college, and equip their parents to be Godly leaders in the home and church.

QUALIFICATIONS FOR THE POSITION

- To have accepted Jesus as Savior and Lord, and be his Faithful Disciple.
- Sense of call from God to lead and equip the saints to do the work of the ministry.
- Spiritually committed to the purpose of the church
- A desire to see students and families grow and mature in their relationship with God
- To possess or willing to acquire administrative skills necessary to accomplish the ministry.

RESPONSIBILITIES OF THE POSITION

- Children
 - TeamKid - planning, preparation and involvement every Monday afternoon during School year.
 - Plan quarterly activities for children
 - Plan a children's camp or other discipleship activities
 - Oversee (teachers, materials, etc.) children's Sunday School
 - Oversee Children's Church
 - Oversee Sunday School, Wednesday night and Sunday night (teachers, materials, etc.)
 - Assistant to the VBS Director
 - Teaching as needed
 - Manage the Children's Budget
 - Build relationships with children by going to school lunch, sporting events, hanging out
- Preschool (to support and provide leadership for the daytime preschool program)
 - To be in the office Monday – Thursday 7:30-12:00 September thru May
 - Build relationships with preschool families
 - Be present at preschool activities (fall festival, graduation, Thanksgiving meal, etc.)
- Youth
 - Provide opportunities for teens to begin serving alongside adults in church ministries
 - Plan and attend regular monthly activities.
 - Plan and attend Summer Mission Trip/Youth Camp, Conferences, and other discipleship activities
 - Oversee Sunday School, Wednesday night and Sunday night (teachers, materials, etc.)
 - Teaching as needed
 - Manage the Youth Budget
 - Build relationships with youth by going to school lunch, sporting events, hanging out
- Families
 - Build relationships with families and encourage them in the discipleship of their children and youth.

- Assistant to the Pastor
 - Assist with administrative leadership
 - Provide ministry needs (pastoral care) for families in times of need (sickness, tragedy, death)
 - Minister to families in times of need in the absence of the pastor
 - Accept other duties which may be assigned by the pastor

- Work with Children and Student ministry leaders to perform the following:
 - Oversee material used in all areas, making sure it is readily available, oversee content taught in all areas
 - Recruit teachers and leaders for all areas of children and student ministry
 - Train, equip, and encourage teachers and leaders to fulfill their ministry responsibilities

The Minister of Children, Students and Families will live a moral lifestyle according to the scriptures. We at Munfordville Baptist, understand this to include but not limited to the following; no use of alcohol or illegal drugs, sexually pure, financially support the church program, believe in the Baptist Faith and Message doctrines, and be committed to service in the church in all aspects.

Responsible to: The Pastor. In the absence of the pastor, the Personnel Committee will appoint the immediate supervisor.

For the first two years The Minister of Children, Students and Families will be evaluated twice a year by the deacons and pastor. After the first two years, the evaluation will take place at least once a year.

Hours of duty: This is a salary position which means a minimum of 40 (forty) hours per week and or sufficient hours to accomplish assigned tasks. Attendance to all church services and staff meetings are required. Office hours are to be flexible since much of the Student Ministry work requires evening hours. They will be given two weeks vacation a year and two weeks to participate in other church related activities.