

DELANO BAPTIST CHURCH

Job Description for Director of Youth and Children's Ministry

Objective:

The Director of Youth and Children's Ministry is expected to always exhibit exemplary Christian conduct in his/her daily life, both within the church and without. It is expected that he/she will be faithful to attend the scheduled church services on a regular and consistent basis and fully support the ministry, mission, and Pastor of Delano Baptist Church (DBC). The Youth and Children's Ministry will have demonstrated a pattern of faithful financial support of the church through his/her tithes and offerings.

Principle Function:

The Director of Youth and Children's Ministry shall plan, organize, coordinate, and lead the Youth program and provide oversight, along with the Children's Council, of the Children's Ministry. The Director's primary responsibility will be for those students in grades 7-12, but he/she shall also be charged with support planning activities for all school age children (Kindergarten through 12th grade) as set forth below. The Director of Youth and Children's Ministry is subject to the supervision of the Pastor and Deacons, and as a paid position to the Personnel Committee. This is to include for fulfilling, responsibilities defined to the job description, defining goals, evaluation and communication of concerns related to the performance of the position.

Qualifications:

The Director of Youth and Children's Ministry will have a deep personal commitment to Jesus Christ as Lord and Savior, and have a vital growing relationship with Jesus Christ, a passion for worship, a humble collaborative heart and become an active member of Delano Baptist Church (DBC). The Director of Youth and Children's Ministry will play a leading role in the faith development of all ages within the church, both as a leader and as an example. He / She will be a person who has a solid understanding of the foundations of the Delano Baptist Church faith and who has a fervent desire to nurture children and youth in the Christian faith. The person will seek and generate innovative ideas and programs, which also values the team concept of ministry, and accepts suggestions from the Youth and Children's Council.

Degree or background in a relevant field of study

A sense of call and a passion for working with youth and children and team members – able to inspire!

Ability to relate to youth and children and be able to teach them about Christ.

Good organizational, teaching, written, verbal and administration and computer/technology skills.

Documentation of a Criminal Background Check

Responsibilities:

1. The Director of Youth and Children's Ministry will lead the Youth (Grades 7-12) in two meetings per week, one which will include Wednesday Night service.
2. The Director of Youth and Children's Ministry shall assist in the development and implementation of Wednesday night programs for all other school aged children.
3. The Director of Youth and Children's Ministry shall assist, as needed, in the organized Christian activities on at least a quarterly basis for the school aged children of the church, and the school aged children of the community, utilizing the resources of the church as much as possible.
4. The Director of Youth and Children's Ministry shall assist in coordinating programs with the Sunday School Teachers of the various grade levels.
5. The Director of Youth and Children's Ministry shall interact with all school aged children as much as possible throughout the week; by means of in person contact or social media, if time does not permit in person contact.
6. The Director of Youth and Children's Ministry shall personally follow up with any new Youth in grades 7-12 when that Youth has visited the church for the first time. It is preferred that this follow up contact be made personally, but circumstances allow follow up contact to be made via social media when appropriate. This should be made within a week of their first visit to the church (DBC).
7. The Director of Youth and Children's Ministry shall maintain an active and dedicated (to church activities) Facebook account, and twitter account. All social media must be available for inspection by the Pastor, and all passwords shall be provided to the Pastor, Deacons, and Personnel Committee.
8. The Director of Youth and Children's Ministry shall not be alone with any student under the age of eighteen (18), unless in the church building during scheduled church services. The Director of Youth and Children's Ministry will request another member be present, if possible, at any time when he/she is alone with any student under the age of eighteen (18) in the church building during scheduled church services.
9. The Director of Youth and Children's Ministry must immediately report any moral or legal issues to the Pastor, Deacons, and Personnel Committee, including but not limited to:
 - a. Threats of bodily injury or property damage
 - b. Commission of any crime
 - c. Inappropriate sexual relationships
 - d. Drug Use
 - e. Inappropriate use of social media
10. The Director of Youth and Children's Ministry shall prepare and administer the annual Budget for areas under his/her responsibility.
11. The Director of Youth and Children's Ministry shall report out at business meetings as needed on the Youths and Children's programs.
12. The Director of Youth and Children's Ministry shall witness and minister to inactive Youth of the church and community, involving the Youth when possible. He / She may plan and

implement evangelistic and witnessing services on special occasions involving the Youth as much as possible.

13. The Director of Youth and Children's Ministry shall attend as a member, church council meetings.
14. The Director of Youth and Children's Ministry shall cooperate with the Nominating and other Committees in selecting and enlisting leaders and helpers to serve in the Youth and Education programs.

Hours of Work:

As set forth above, the Director of Youth and Children's Ministry must be present for at least two services per week (with one being Wednesday night programs) where he has primary teaching responsibilities for grades 7-12. The Director of Youth and Children's Ministry shall be available as he/she schedules permits to interact with students, or attend school functions, or perform any of the other activities set forth above. The Director of Youth and Children's Ministry is encouraged to be present for all other church services.

Benefits:

Vacation/Paid time off: 4 weeks paid time off per calendar year as coordinated and approved by the Pastor and Personnel Committee.