

Riverchase Baptist

For more information or to submit a resume, please contact
Chase McLain, Senior Pastor
205-985-4495 | chase@rbcbstaff.com

Job Description

Children's Minister
Riverchase Baptist Church

Department: Discipleship | Family Ministry
Reports to: Senior Pastor
Job Status: Full Time
FLSA Status: Exempt
Effective Date: Immediately
Office: 2nd Floor | Office Wing

SUMMARY:

The Children's Minister is responsible to Riverchase Baptist Church, under the supervision of the Senior Pastor, for overseeing the comprehensive discipleship ministries of elementary and preschool children and their families. This minister will develop and execute an overarching ministry process consistent with the mission, vision, values and strategies of Riverchase Baptist Church. At its core, the Children's Minister should equip and encourage children, their families, and volunteer leaders to glorify God and make disciples.

PRIMARY JOB RESPONSIBILITIES include but are not limited to the following:

Children and Families

- Pray regularly for and oversee the pastoral care of the children, families, and volunteers that participate in and lead the Preschool and Children's Ministry of RBC
- Oversee and administer all ongoing programming for children from nursery to grade 5 including Sunday School, Mission Friends, GA's and RA's, Preschool Extended Care, and RBC Kids.
- Assist in obtaining and creating curriculum for children's and families programming
- Identify, create and execute opportunities for children and families to participate in missions and ministry to others
- Plan and execute special events related to children and families, including Vacation Bible School, kids camp, family conferences, etc.
- Coordinate and maintain preschool and children's physical ministry spaces (classrooms, welcome areas, storage spaces)
- Coordinate and maintain preschool and children's digital spaces (web and social media pages)
- Work with Senior Pastor and Finance Committee to develop an annual budget for the children's ministry and operate within the constraints of that budget
- Identify, recruit, train and oversee Preschool and Children's Ministry leadership, paid and non-paid; empowering them to fulfill their duties in concert with Senior Pastor and Nominating Committee
- Coordinate and lead Children's Committee scheduled meetings

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- Maintain an effective process of self-development
- Attend staff meetings as required
- Support the Office of the Senior Pastor and other ministries leaders as requested

QUALIFICATIONS:

- A personal sense of calling from God to Christian ministry in general and specifically to Children's Ministry
- An understanding and passion for discipleship and the spiritual formation of all ages
- Can identify closely with the mission, values, vision, theology, philosophy and methodology of Riverchase Baptist Church
- A maturing Christian who demonstrates the Fruit of the Spirit, is growing in their faith and is committed to spiritual disciplines such as Bible reading, prayer and sabbath
- The proven ability and relational skills to identify, equip, lead and care for leadership
- The proven ability to manage people, planning and budgets
- The proven ability to collaborate, cooperate and function well in a team environment
- The proven ability to think strategically and creatively work with approved ministry models and paradigms
- Demonstrates strong written and verbal communication skills

EDUCATION AND EXPERIENCE:

- Bachelor's Degree and prior church ministry experience preferred
- 3-5 years of experience working with and teaching children in a professional setting preferred
- Ability to pass church approved background check