

## **Children's Ministry Director**

The Children's Ministry Director (CMD) will lead the Preschool and Children's Ministry of Forest Hills Baptist Church (Nursery-5<sup>th</sup> Grade) and will report directly to the Senior Pastor. This is a part time position between 15-20 hours a week.

### **Responsibilities**

1. Understand and implement the mission and vision of Forest Hills Baptist Church into the children's ministries, maintain a teachable spirit and a humble heart.
2. Hire, manage, and schedule the paid nursery workers.
3. Be responsible for overseeing and implementing the children's check-in system for all church activities.
4. Recruit and train volunteers to serve, teach, and minister to children.
5. Work with the Pastor of Students and Discipleship and the Sunday School Director to coordinate the curriculum for preschool and children's ministries.
6. Provide hands on help with the preschool and children's ministry as needed.
7. Keep informed of methods, principles, procedures, promotion, and administration as related to the children's ministries of the church.
8. Organize outreach efforts to children and their families.
9. Work with parents to equip them to disciple their children within their homes.
10. Oversee Sunday morning and Wednesday night activities for preschool and children's ministry at Forest Hills Baptist Church.
11. Attend staff meeting and church council meetings as directed by the Senior Pastor.
12. Any other duties as assigned by the Senior Pastor.