

## Job Description

### Director of Children's Ministry

*New Baptist Church  
Huntington, West Virginia*

*Position Type:* Part Time

*About Us:* New Baptist Church is a vibrant and welcoming community dedicated to fostering spiritual growth and providing a nurturing environment for families. With a strong commitment to children's education and development, we are seeking a passionate and dynamic Director of Children's Ministry to lead our efforts in this crucial area.

*Job Summary:* The Director of Children's Ministry will be responsible for overseeing all aspects of the children's ministry program at New Baptist Church. This includes implementing age-appropriate curriculum, coordinating events and activities, and cultivating a safe and engaging environment for children to learn and grow in their faith with the goal of salvation and lifelong discipleship.

*Key Responsibilities:*

1. **Teaching:** Provide the primary instruction for children during Kid's Church and Wednesday evening ministry night.
2. **Leadership:** Lead the Children's Ministry with the assistance of Children's Ministry Team to meet annual goals.
3. **Program Development:** Design, implement, and continuously improve age-appropriate curriculum and activities for children, ensuring they align with the values and teachings of our church and utilize the allotted budget appropriately.
4. **Volunteer Recruitment and Training:** Recruit, train, and empower a team of dedicated volunteers to effectively serve in various aspects of the children's ministry, including teaching, childcare, and event planning.
5. **Safety and Security:** Maintain a safe and secure environment for children, following all child protection policies and procedures. Work with Family Life Pastor to ensure background checks on all volunteers.
6. **Communication:** Regularly communicate with parents and guardians, keeping them informed about upcoming events, curriculum, and their children's progress.
7. **Event Planning:** Work with appropriate teams to organize and execute special events, workshops, and activities that engage children and their families, promoting spiritual growth and community building.
8. **Collaboration:** Work collaboratively with other ministry leaders, staff members, and the broader church community to ensure a unified approach to ministry and outreach.

**Qualifications:**

- A deep and active personal faith in Jesus Christ
- Bachelor's degree
- Previous experience in children's ministry leadership or a related role
- Strong leadership, organizational, and communication skills

- Ability to recruit, train, and motivate volunteers
- Knowledge of child development and age-appropriate curriculum design
- Familiarity with child protection policies and procedures
- A heart for children and a passion for their spiritual growth

**How to Apply:** If you are passionate about nurturing the spiritual development of children and believe you are the right fit for this role, please submit your resume, a cover letter explaining your qualifications and your vision for children's ministry, and contact information for three references to:

Pastor Lee Boso, 610 28<sup>th</sup> Street, Huntington, WV 25702 or email [leeboso@gmail.com](mailto:leeboso@gmail.com)

**Application Deadline:** February 5, 2024