Position Title: Director of Children's Ministries

PINE LEVEL
MISSIONARY BAPTIST CHURCH

I. Overview

A. The Director of Children's Ministries leads Pine Level Missionary Baptist Church's efforts to disciple children (age 5 through 5th grade) in the Word, Worship, Works, Witness, and Walk of Christ. This part-time role combines gospel conviction with creativity to ensure every child is welcomed, taught, and loved in ways that reflect the heart of Jesus and the mission of PLMBC: Serving God, Serving Others.

II. Key Responsibilities

A. Word
   1. Teach Scripture with clarity, warmth, and conviction so the Bible is engaging and life-forming.
   2. Develop age-appropriate Bible lessons emphasizing salvation, spiritual growth, and biblical literacy.
   3. Equip and resource volunteers to handle the Word faithfully and joyfully.

B. Worship
   1. Create worship experiences that invite children to praise God vocally, quietly, and sacrificially.
   2. Encourage worship practices in the home and classroom rooted in Spirit and Truth.
   3. Celebrate testimonies and spiritual milestones in children's lives.

C. Works
   1. Organize service projects and ministry opportunities that let children live out faith through action.
   2. Partner with Youth Director(s) for youth (Gr 6—12) involvement in activities as schedules permit. (i.e., VBS, Fall Festival, Spring Community Day, lesson/game time(s), etc)
   3. Teach obedience, kindness, and generosity through hands-on activities.
   4. Partner with families to reinforce Christlike character at home.

D. Witness
   1. Help children understand and share the gospel with confidence and compassion.
   2. Build tools and moments for children to articulate their faith (testimonies, memory work, visible expressions).
   3. Encourage public testimonies and scripture memorization.

E. Walk
   1. Foster spiritual rhythms of prayer, Scripture, and fellowship that support daily discipleship.
   2. Model humility, integrity, and joy in all interactions.
   3. Provide consistent guidance and leadership for children and support for families navigating spiritual formation, and when spiritual guidance is needed, collaborate with Lead Pastor.

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III. Leadership and Communication

A. Maintain visibility, be present, at all church functions unless leave has been approved by the Lead Pastor.
B. Recruit, train, and shepherd volunteers who reflect PLMBC values.
C. Participate with children's Sunday School ministries by being available as a substitute teacher as needed, ensuring children's Sunday School literature needs are met in collaboration with the Sunday School Director(s), and ensure that all literature for children's Sunday School, Children's Church and Wednesday night programs are cohesive and gospel centered.
D. Communicate regularly and proactively with parents and caregivers to build trust and partnership.
E. Use digital tools (texts, slides, email, social media) for timely updates, encouragement, and ministry resources.
F. Collaborate with Lead Pastor and the Family Ministry Team to align children's ministry with church-wide goals, and gather input from the Family Ministry Team on historical budgetary, organizational, programmatic needs and opportunities for improvement..
G. The Family Ministry Team will provide input and advice via collaborative bi-annual meetings at a minimum, final day-to-day oversight and decision-making rest with the Lead Pastor and the Director.

IV. Qualifications

A. A clear testimony of salvation and a sense of calling to children's ministry.
B. Agreement with PLMBC doctrinal convictions and commitment to raising children in the nurture and admonition of the Lord.
C. Experience in teaching, leading, or organizing children's ministry preferred.
D. High School diploma, or GED, at a minimum
E. Strong communication skills, creativity, flexibility, and a collaborative spirit.
F. Competence with MS Office, Google tools, and common digital communication platforms.
G. Current certification in adult, child, and infant first aid and CPR (maintain or obtain after hire).
H. Background check required and must pass before hire.

V. Reporting Hours and Compensation Notes

A. Reports to: Lead Pastor (weekly).
B. Status: Part-time (15–25 hours/week). May be reviewed for conversion to full-time after a 6–12 month evaluation should programmatic and/or personal spiritual growth dictate the need.
C. Schedule: Sundays, midweek programming, seasonal events; some evenings or weekends as needed for special events.
D. Spending: Collaborate with the Lead Pastor, Budget & Finance Committee, and when necessary, the Family Ministry Team to adhere to predetermined spending limits and obtain pre-approval for expenditures above those limits.

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Area of Ministry	Estimated Hours	Description
Sunday Ministry Engagement	4—6 hrs	Teaching, worship leadership, volunteer coordination
Midweek Programming	5—7 hrs	Bible study, discipleship groups, prep and setup
Planning & Prep	3—5 hrs	Curriculum development, event planning, communication
Volunteer Training	1—2 hrs	Recruiting, equipping, and encouraging ministry team
Family Engagement	1—2 hrs	Texts, emails, check-ins, resource sharing
Seasonal Events	Varies	Fall Festival, VBS, Christmas, etc.; (may require extra hours seasonally)

VI. Benefits and Leave

A. This is a part-time position. Benefits such as holiday pay or paid leave are not included. Any requested leave that is not approved as paid will result in loss of pay.
B. Seasonal work that requires significant additional hours should be covered by schedule adjustments or other arrangements approved in advance.

VII.Essential Functions and Physical Requirements

A. Ability to lift up to 25 lbs frequently.
B. Ability to move easily (walk, bend, kneel) and actively lead children's activities.
C. Ability to drive church vehicles when authorized. NCDL Required, and in good standing.
D. Maintain professional, modest, conservative attire appropriate for ministry.

VIII.Performance Review and Accountability

A. Initial onboarding review at 60–90 days; formal 6–12 month evaluation to assess part-time status and potential for full-time conversion, should programmatic and/or personal spiritual growth dictate the need.
B. Annual performance review by Lead Pastor with input from the Family Ministry Team; results presented to Deacons and/or Personnel Committee.
C. Follow biblical principles for conflict resolution; coordinate with Lead Pastor for pastoral support and discipline matters.