

FIRST BAPTIST CHURCH OF WATERFORD

JOB DESCRIPTION:

CHILDREN & YOUTH DIRECTOR

Position Overview

Reporting directly to the Lead Pastor of First Baptist Church of Waterford (FBCW), the Children & Youth Director will lead, develop, and direct the K-12 Ministry. This person will minister to students and their families, fostering an environment of student growth as disciples of Christ.

The Children & Youth Director will be a spiritually, emotionally, biblically mature, and prayerful Christian. The Children & Youth Director will be gifted in leadership, evangelism, discipleship, and teaching, who will oversee and ensure the effective development and ongoing execution of the Children & Youth Ministry.

Position Details

- **Employment Type:** Full-time (30 hours per week)
- **Work Schedule:** Tuesday-Friday and Sunday mornings. (Saturday & Sunday evenings as needed). The church office is closed on Mondays. Weekly meetings with the Lead Pastor are expected. This position may require occasional evening hours to support FBCW youth events.
- **Reports To:** Lead Pastor

Key Responsibilities

- Coordinate the weekly K-12 gatherings (e.g., Sunday Children's Church and youth meetings). Create and implement biblically sound, engaging, and relevant lesson plans.
- Oversee teaching Sunday morning children's church lessons with the help of adult volunteers.
- Provide the teachers with information about quality resources for curriculum materials.
- Provide opportunities for children, youth, and their families to be involved in ministry and missions.
- Recruit and train volunteers. Oversee the annual children and youth ministry formal training and volunteer applications.

- Encourage children and youth to participate in Sunday Worship Service (music, greeting, etc.).
- Plan, implement, and oversee a children's and youth activities calendar.
- Share the gospel with unbelieving youth and their unbelieving families on an ongoing basis, both individually and corporately.
- Work closely with other ministry teams in planning and preparing for children, youth, and church events (e.g., Easter Egg Hunt, Christmas Live Nativity, and VBS).
- Work with the COE (Council of Elders), Team Leaders, and volunteers to accomplish our mission, “To become and make disciples who love and serve Jesus Christ”.
- Submit and manage both the Children and Youth budgets.
- Other duties as assigned by the Lead Pastor.

Accountability & Call

- The Children & Youth Director is accountable to the Lead Pastor and, by extension, the Council of Elders, and ultimately to Christ and the church membership.
- The job performance of the Children & Youth Director is formally reviewed annually by the Lead Pastor. This review may include a self-assessment. The review will be developed and conducted by the Lead Pastor and submitted to the COE.
- The Children & Youth Director shall be a church member by virtue of employment and calling.

Qualifications & Skills

Professional Requirements:

- Strong interpersonal and communication skills.
- Excellent organizational abilities.
- Proficient in Microsoft Office (or equivalent) and email platforms.
- Experience with website management and social media communication is preferred.
- Ability to work both independently and in collaboration with staff and volunteers.
- Adaptable to a dynamic church environment.
- Must be able to keep confidentiality with sensitive matters.

- Ability to pass a criminal background check.

Education & Experience:

- Bachelor's degree required.
- Pursuing or holding a Seminary degree is preferred.
- Minimum of 3 years of youth ministry experience preferred.

Spiritual Requirements

- Must be a faithful, mature follower of Christ who evidences spiritual growth by developing a deeper relationship with God through practicing the Spiritual Disciplines (prayer, bible study, fasting, submission, service, etc.).
- Must be passionate about leading youth in a relationship with God.
- Must be a strong servant leader who has a passion for evangelism and disciple-making.
- Must be a gifted and willing teacher and speaker.
- Must be willing and able to work humbly with the Lead Pastor, COE, Deacons, Team Leaders, and Volunteers.
- Must have a heart for the local church, local community, and beyond.
- Must do well in a team setting - creative, collaborative, organized, genuine, and outgoing.
- Must have a heart for the unchurched.
- Must possess the temperament and interpersonal skills to serve in a multi-generational small church setting.
- Demonstrates a strong work ethic, personal integrity, and a balanced life.
- Willing to become a church member.
- Must be in agreement with the Statement of Faith of First Baptist Church of Waterford.
- Should be actively engaged in personal spiritual growth and participation in church life.

Working Conditions

- Work includes an office setting, a church setting, a church gym, and various off-site locations for activities.
- Must be able to sit, stand, and walk for extended periods and perform light physical tasks (lifting up to 20 lbs).
- Must be able to participate in any activities or games planned for the children or youth.