

**Sunrise Baptist Church**  
**Director of Children's Ministry Job Description**

**General Description of the Director of Children's Ministries' Job:**

To join the present SBC staff, Deacon Board, and congregation in fulfilling the Mission and Vision of the church by strengthening our outreach to and discipleship of the children of the SBC family and community. To exercise the spiritual gifts and skills in ministry to accomplish the following General and Specific Ministry Roles and Responsibilities.

**General Ministry Responsibilities:**

*-attending weekly staff and preaching team meetings*

**Specific Ministry Responsibilities:**

- development of Sunday morning Children's Church lessons (games, crafts, songs, prayers, stories, extension activities) during the school year following the scope and sequence of the Sunday School curriculum and lessons for the summer months independent of Sunday School curriculum
- weekly preparation of Children's Church materials (cutting, laminating, photocopying, etc.)
- weekly organization of teaching materials for volunteers
- weekly management of Children's Church classroom activities to match the upcoming lesson (props, puzzles, toys, books, dry erase activities, etc.)
- recruitment and training of Children's Church and Sunday School teachers
- creation of volunteer packets including expectations, procedures, and schedule rotation - reminder communication with volunteers (phone calls, emails, and texts)
- purchasing and managing classroom materials and snacks for Sunday School and Children's Church classrooms
- organizing inventory and ordering of Sunday School curriculum
- acquiring materials and assembling graduation bags for children exiting the Children's Church program
- discipline/behavior management advisor for Sunday School and Children's Church
- distribution of thank you notes and gifts for Children's Church and Sunday School volunteers
- administering end of year volunteer surveys providing program feedback
- creating positive relationships with kids and families
- communication with office staff regarding class rosters, student contact information, weekly attendance, classroom key check-out procedures for teachers, and volunteer application forms and background checks
- figuring out logistics of COVID-19 modifications for Sunday School and Children's church
- creating weekly Kids Worship Guide (and coloring pages for younger children during online services) corresponding with the Sunday sermon

**Laurie's Top 5 StrengthsFinder Strengths are:**

1. Responsibility
2. Achiever
3. Empathy
4. Harmony
5. Relator

**Is your position full-time or part-time? Part time; 10 hours per week**