

August 2025

Dayton Avenue Baptist Church

Job Description: Children's Ministry Director

The Children's Ministry Director will oversee the preschool and children's ministries of Dayton Avenue Baptist Church (Birth-5th grade), with special focus on managing programs and supporting families.

Position Type: Full-time position; 40 hours per week

Qualifications

- Must be a spiritually mature and growing believer with demonstrated leadership experience in children's ministry.
- Must have a demonstrated ability in managing children's programs and supporting family participating in church activities.
- Must become a member in good standing of DABC, in full agreement with the DABC statement of faith, ministry purposes, and ministry philosophies
- Must be supportive of church leadership in word and deed
- Must have education or experience commensurate with the responsibilities of this role
- Must have minimum proficiency with computers to perform ministry functions (MS Office and Macintosh proficiency)

Administrative and Leadership Responsibilities

- **Meet** regularly with the pastoral staff for planning and evaluation; attend pastoral staff meetings and retreats. Work extensively with other church leaders to build ministry partnerships to coordinate ministry calendars and ensure programmatic alignment.
- **Oversee** the children's discipleship ministries of DABC: this position requires effective planning, teambuilding, delegation, budgeting, scheduling, and administration.
- **Coordinate** the work of volunteers and teams by meeting regularly with them to plan for regular ministries and special events. Ensure proper volunteer scheduling, training, and appreciation.
- **Communicate** with ministry leaders, teams, and members (via web, flyers, social media, etc.). Maintain accurate records, contact information, and ministry databases. Form and work with a parent advisory team.
- **Implement** effective systems for curriculum selection, resource management, classroom organization, and procedural compliance.

Program Management Responsibilities

- Provide administrative oversight of the children's ministries (Birth-5th grade) of DABC under the supervision of the lead transition pastor.
- Ensure effective implementation of age-appropriate curriculum and programs that include:
 - Knowledge of God and His character.
 - Basic understanding of plan of salvation and foundational Bible stories
 - Recognition of basic moral obligations such as obedience, telling truth, and loving one another.
 - The characteristics of spiritual development for children (1st – 5th grades) include:
 - Basic understanding of the plan of salvation, foundational Bible stories and passages, and the core doctrines of the faith
 - Assurance of personal salvation

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- Ability to memorize and read the Bible
- Ensure effective procedures for child check-in and classroom conduct:
 - Maintain a safe, organized, and welcoming environment for all children's ministry spaces
 - Ensure proper check-in/check-out procedures are consistently followed
 - Manage classroom ratios and volunteer scheduling
 - Oversee curriculum implementation and resource distribution
 - Maintain ministry supplies and equipment inventory
 - Administer budget for children's ministry programming
- Develop training and procedural guidance for pre-school and children workers as needed.
- Provide leadership in establishing an adequate number of ministries to facilitate the spiritual discipleship of children (eg., Sunday School, Avenue Kids, AWANA, etc.).
 - Under the leadership of the lead transition pastor, provide oversight of an overall, age-appropriate curriculum strategy.
 - Work with the Pastor(s) in enlisting and training directors and teachers. Administrate staffing and scheduling for each department.
 - Implement and administer policies and procedures, conduct worker screenings, and providing support for department leaders.
 - Coordinate outreach and special events for the children's ministry to connect with children and their families (i.e. Christmas Program, Block Party, Junior Jam, Camp, etc.).
 - Coordinate and work with VBS Leader to plan and implement Vacation Bible School (including follow up).
 - Other duties as assigned by lead transition pastor

Personal Development

- Work with the Pastor(s) to periodically evaluate the effectiveness of children's ministries in general as well as this job description in particular.
- Maintain knowledge of best practices in children's ministry administration, safety protocols, and program management.

Notes:

- Must pass background check
- Must have a minimum proficiency with computers in order to perform ministry functions
- Must have a valid driver's license