

# Bedford Community Church

## POSITION DESCRIPTION

TITLE: Director of Children's Ministries

SALARY: to commensurate with level of experience and education

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### **Purpose of this position**

The Director of Children's Ministries will **lay the foundation of faith** so that every child knows that they are a beloved child of God through Jesus Christ. The Director will provide Christ-centered discipleship programs to meet the needs of the children and their families in our church and community.

### **Background**

Bedford Community Church is a growing and developing Christian & Missionary Alliance church in beautiful Bedford Hills, New York (in northern Westchester County, just 40 miles north of New York City). We are currently ministering to 350 adults and 100 children each Sunday morning. We are in the midst of a building program to accommodate our growing needs. All potential candidates are encouraged to become more familiar with the ministries and staff of BCC by visiting [www.bedfordcommunitychurch.org](http://www.bedfordcommunitychurch.org).

### **Qualifications**

The qualified candidate will:

- Exemplify a devoted and mature faith in Jesus Christ and reliance upon Him for all wisdom, guidance and direction.
- Express agreement with church's statement of faith and be willing to be identified as a member of the church.
- Possess formal education and/or experience in childhood/Christian education and children's ministry.
- Be able to communicate effectively with children and adults.
- Be able to develop loving and supportive relationships with children, parents, volunteers and staff.
- Foster a spirit of teamwork and unity among Children's Ministry volunteers and staff.
- Be willing to utilize multimedia resources to support ministry activities.

### **Description of Responsibilities**

BCC is looking for a Director of Children's Ministries who has a calling and a passion to serve the entire family unit through children's ministries.

Responsibilities will include:

- Apply the church's ministry vision/goals to the needs of the children in the community.
- Work with a team of ministry leaders to inspire the ministry for continued growth.
- Review and select curriculum and other educational tools that will support spiritual growth.
- Coordinate program activities with church calendar.
- To oversee and coordinate cohesive and age-appropriate programs for children ages birth – 5<sup>th</sup> grade.
- Recruit, develop, support, and celebrate volunteers and adult leaders in order to create and maintain an effective ministry team.
- Review and implement church policies and procedures regarding the safety and protection of the children.
- Facilitate training for parents to equip and strengthen them for their role as the spiritual leaders in the home.
- Develop and administer a responsible annual ministry budget.
- Submission of annual reports for each area of children's ministry at year end.
- Work with church staff and elder board to develop new programs and ministry opportunities.
- Attend weekly staff meetings.
- Participate in ongoing professional development.

To apply for this position, please email your resume to [bedfordcc@optonline.net](mailto:bedfordcc@optonline.net) as soon as possible. This position is available to start on or before **September 1, 2008**.