

Brookwood Baptist Church

Birmingham, Alabama

Leadership Position Description

Position Title: Minister to Children and Their Families

Reports To: Senior Pastor - Last Revised: February 2022

Summary of Role

The person who serves as Minister to Children and Their Families will provide a safe and vibrant environment for the 1st through 6th graders of Brookwood Baptist Church to learn more about the Christian faith (**Evangelism**) and what it means to be a follower of Christ (**Discipleship**). This minister will engage in partnership with the families of school-aged children to awaken, support, and continue this faith development in their homes. Brookwood is an intergenerational congregation with a strong mission-minded focus, so this minister will also develop, coordinate, and participate in relevant missions projects with the children and these families (**Missions**). In addition, the Minister to Children and Their Families will passionately seek to build relationships with both the church and unchurched children in our community (**Connections**) through creative ministry methods. This minister will conduct himself/herself in a professional manner (**Administration**) with a commitment to excellence, while modeling for Brookwood's children and parents what it means to be a Christ-follower.

Basic Personal Responsibilities

- Be a follower of Jesus Christ who accepts basic Christian doctrine as outlined in the 1963 Baptist Faith and Message.
- Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer, and both corporate and personal worship.
- Comply with the Brookwood Baptist Church Personnel Handbook, including but not limited to guarding one's personal and ministerial integrity by adhering to the ethics guidelines.
- Personally embody the Fruit of the Spirit. Nurture and celebrate this fruit in the lives of others (Galatians 5:22-23).
- Pursue ministerial excellence through theological education/ongoing training.

Specific Employment Responsibilities

(applicable in ministry to 1st through 6th grade children and their families and broader application as implied)

Evangelism

- Select and develop curriculum and programs, including virtual options, subject to evaluation and approval by the Senior Pastor.
- Enlist, train, coordinate, and support Sunday school teachers.
- Conduct (and recruit and train volunteers to provide additional support for) separate Children's Worship to be held a recommended minimum of twice a month during Sunday morning Worship, separate regular programming and activities, and special events.
- Assist and lead in corporate worship.

Discipleship

- Equip and encourage parents to build a spiritual foundation in their home.
- Maintain personal, encouraging relationships with all children and their families, including coordinating with the Children's Ministry Committee, parents, volunteers, and teachers to engage with children in their activities outside of the Church.
- Be available to meet with and proactively reach out to children and parents for counseling, pastoral care, and to discuss salvation/baptism.
- Develop and implement a program to meet the varying needs for special needs children and their families.

Missions

- Coordinate mission opportunities for children and their families.
- Participate in and help lead churchwide retreats, fellowships, mission trips, and outreach activities.
- Develop opportunities for service within and outside Brookwood Baptist Church.

Connections

- Welcome newcomers to the Children's Ministry, reach out to the unchurched in the community, and coordinate opportunities for community outreach.
- Regularly communicate with children and their families on at least a weekly basis.
- Collaborate monthly with the Children's Ministry Committee.
- Foster intergenerational interaction.
- Develop relationships with schools in the community.
- Coordinate with the Preschool Ministry and Youth Ministry to develop smooth transitions and consistent goals within our larger student ministries and for combined student ministry programs and events.

Administration

- Attend weekly ministerial staff meetings, work with church committees as assigned, and assist in pastoral care as designated by the Senior Pastor, or their designee.
- Devise and maintain a budget for the Children's Ministry and comply with the budget as approved according to Church policy and procedure.
- Be familiar with the content and subject to the provisions of the Brookwood Baptist Church policy(s) and procedure(s) relating to the protection of minors, including future revisions to such policy(s) and procedure(s). Participate in the development of policy(s), procedure(s), and guideline(s) relating to the protection of minors, particularly the minor age group under the purview of this position. Coordinate annual training for the BBC Children's Community, including but not limited to parents of children, BBC employees that may interact with children, and volunteers working with the children on the policy(s), procedure(s), and guideline(s) relating to the protection of minors.
- Oversee application of the child protection system/program in the Children's Ministry.
- Recruit, train, and supervise interns.

Other General Responsibilities

- Cooperate with the Senior Pastor and other staff members in promoting the entire ministry plan of Brookwood Baptist Church.
- Serve as an effective staff facilitator to assigned Ministry Teams and/or Standing Committees.
- Other duties as requested by the Senior Pastor.