



---

## **DIRECTOR OF CHILDREN’S MINISTRIES AT NORTHSIDE DRIVE BAPTIST CHURCH (ATLANTA, GEORGIA) PART-TIME STAFF**

### *Description:*

The part-time Director of Children’s Ministries will coordinate Christian education and community-building activities for children birth through 6<sup>th</sup> grade and their families. She or he will also assist with pastoral care for these families. The Director of Children’s Ministries reports to and works closely with the Associate Pastor. There are currently just under 40 active children in the Northside Kids’ Children’s Ministry.

### *Skills and Qualifications:*

- Bachelor’s Degree required.
- Ability and desire to relate to children and their families.
- Strong organizational skills, excellent communication skills, team player.
- Familiarity with Baptist traditions.
- Previous Children’s Ministry experience preferred.

### *Responsibilities:*

- Work closely with the Children’s Ministry Team to organize, implement, and evaluate a balanced program of children’s activities. Maintain and distribute calendar and promote activities through email and social media.
- Sunday Church School: Ensure teachers are present and serve as substitute teacher as needed. Order curriculum; coordinate and assist Church School teachers. With assistance of Children’s Ministry Team, plan for Summer Church School. In charge of recruiting Berean Church School teachers with expectation of personally teaching about twice a month.
- Sunday Worship: Coordinate, schedule, and supervise childcare workers and volunteers. Enlist new volunteers as needed, and monitor volunteer participation. Facilitate children’s active participation in worship, lead and recruit occasional leaders for the *Time with the Children* each Sunday, and serve as Worship Leader periodically.
- Activities: Work with Children’s Ministry Team members to coordinate community-building events (family lunches, outings, and recreation, Family

- Missions Lunches). Cast vision for new opportunities for older children such as retreats, summer camps, worship leadership, and mission projects.
- Attend monthly Church Council meetings quarterly and all Church in Conference meetings. Prepare reports for these meetings. Attend weekly staff meetings when possible.
  - Perform other duties as assigned.

*Hours and Compensation:*

This is a part-time position with negotiable salary, averaging 15 hours a week (including Sunday worship), with comp time off for extra hours required for special events at the discretion of the Associate Pastor.

**Interested applicants may send their cover letter, resume, and other inquiries to Associate Pastor Daniel Headrick.**

**[daniel@northsidedrive.org](mailto:daniel@northsidedrive.org)**