



**MEADOWVIEW
BAPTIST CHURCH**

**Now
Hiring**

Children's Ministry Coordinator

Children's Ministry Vision Statement

The children's ministry of Meadowview Baptist Church exists to proclaim Christ, teach the whole counsel of God's Word, and support parents in making disciples of their children. We believe children's ministry should be shaped by Scripture and centered on the gospel rather than driven by entertainment, activity, or an abundance of programs.

Our goal is not merely to keep children occupied but to help them know the truth of God's Word, understand their need for Christ, and grow into mature, faithful members of the local church. While age-appropriate teaching has an important place, we desire to integrate children into the worship, fellowship, service, and ordinary life of our multigenerational congregation.

We believe children need more than special events; they need the steady influence of parents, pastors, teachers, older believers, and the entire church family. Therefore, we will prioritize Christ-centered discipleship, biblical teaching, meaningful relationships, and participation in the gathered church so that, by God's grace, our children may come to repentance and faith in Christ and learn to follow Him for a lifetime.

Position Summary

The Children's Ministry Coordinator provides leadership and oversight for Meadowview Baptist Church's ministry to children from birth through fifth grade. This person will develop a Christ-centered ministry that teaches God's Word, partners with parents, equips volunteers, and provides a safe and welcoming environment for children and families.

The coordinator serves under the direction of the Executive Pastor and designated elder leadership, working closely with church staff, ministry leaders, parents, and volunteers.

Position Details

- Part-time salaried position
- Approximately 25–30 hours per week with Regular Sunday and Wednesday responsibilities
- Schedule includes staff meetings, weekly ministry preparation, summer programming, camps, and special events
- Compensation based on education, training, and ministry experience

Primary Objectives

- Help children know, love, and follow Jesus Christ through faithful, age-appropriate biblical teaching.
- Partner with parents in the discipleship of their children.
- Recruit, train, schedule, and support children's ministry volunteers.
- Provide leadership for regular children's programming, summer ministries, and special events.
- Maintain a safe, organized, and Christ-centered environment for children and families.
- Work cooperatively with church leadership, staff, parents, and volunteers.

Qualifications

- Be a born-again believer who demonstrates a growing relationship with Christ, commitment to Scripture and prayer, moral integrity, and conduct worthy of Christian ministry.
- Hold beliefs consistent with the Baptist Faith and Message 2000 and the doctrinal convictions of Meadowview Baptist Church.
- Be willing to become an active and faithful member of Meadowview Baptist Church.
- Have a bachelor's degree and at least two years of experience working with children, or an equivalent combination of education, training, and at least four years of relevant experience.
- Successfully complete a criminal background check and all required child-safety screening.
- Demonstrate a genuine love for the church, children and community.
- Work effectively with children, parents, volunteers, church members, and staff.
- Possess strong organizational, administrative, leadership, communication, and interpersonal skills.
- Be self-motivated, dependable, flexible, creative, and able to solve problems calmly.
- Demonstrate the ability to recruit, train, delegate to, and coordinate volunteers.
- Be available for Sunday and Wednesday ministries, staff meetings, planning, camps, and special events.

Ministry Leadership and Programming

- Develop and implement a comprehensive, Christ-centered ministry for children from birth through fifth grade.
- Ensure that all lessons, programs, and activities are biblically faithful, age-appropriate, and consistent with the doctrine and mission of Meadowview Baptist Church.
- Evaluate, organize, and distribute curriculum, teaching materials, equipment, and ministry resources.
- Provide opportunities for children to learn Scripture, understand the gospel, worship, pray, serve, and grow in Christian fellowship.
- Coordinate children's ministry during Sunday morning services, Wednesday night programming, and Sunday evening activities when offered.
- Oversee nursery, preschool, and elementary ministry areas.
- Prepare ministry spaces, teaching materials, volunteer assignments, and check-in procedures for weekly programming.
- Maintain an annual ministry plan and calendar and coordinate summer programming, camps, outreach opportunities, and special events for children and families.
- Help connect visiting and new families with the broader life of Meadowview Baptist Church.

Volunteer Leadership

- Recruit, screen, train, schedule, encourage, and support children's ministry volunteers.
- Maintain volunteer schedules through Planning Center.
- Provide volunteers with clear expectations, lesson materials, policies, procedures, and training.
- Develop ministry leaders who can share responsibility and provide consistent leadership in nursery, preschool, and elementary areas.
- Meet regularly with children's ministry leaders and volunteers for planning, training, encouragement, and evaluation.
- Cultivate a volunteer culture marked by faithfulness, joy, teamwork, accountability, and care.

Safety and Child Protection

- Maintain a safe, clean, positive, and age-appropriate environment for every child.
- Follow and administer all church child-protection and safety policies.
- Work with administrative staff to oversee volunteer applications, references, background checks, training, and approval.
- Maintain appropriate child-to-volunteer ratios and ensure that only approved volunteers serve in children's ministry areas.
- Conduct regular inspections of children's ministry spaces and equipment.
- Promptly report safety concerns, incidents, injuries, or policy violations to the appropriate staff member.
- Maintain confidentiality and exercise discretion when working with children and families.

Administration and Accountability

- Work with the pastoral staff, elders, and administrative staff to develop and maintain children's ministry policies and procedures.
- Prepare annual ministry goals and a proposed budget.
- Manage children's ministry spending within the approved budget.
- Maintain accurate volunteer, attendance, scheduling, supply, and event records.
- Communicate ministry needs, successes, and concerns regularly to the pastoral staff.
- Participate in the annual evaluation of the children's ministry with church leadership and key volunteers.
- Attend regular church staff meetings and other meetings requested by the pastoral staff or elders.

Additional Responsibilities

This description outlines the position's primary responsibilities but is not exhaustive. The Children's Ministry Coordinator may be asked to perform other ministry-related duties consistent with the position and the needs of Meadowview Baptist Church.