

Position Description
Minister to Children and Families

Title: Minister to Children and Families

Reports To: Senior Pastor and Personnel Committee

Position Requirements: Master's degree from accredited University or Seminary in either theology, early childhood education, or education; experience working in a local church ministry or church weekday preschool ministry is preferred.

Skills/Attributes Needed:

- Deep love of children and desire to see their faith developed
- Deep love of parents and desire to help them on their parenting journey
- Sense of entrepreneurial spirit to research and develop new ways of connecting with children and their families
- Ability to hire, manage, and oversee paid staff
- Able to work with a variety of people
- Growing faith and love of Christ
- Strong skills in organization, delegation, planning, and self-motivation
- Ability to train, encourage and support volunteer team to invest in the lives of preschoolers and children

The Minister to Children and Families will be the primary minister for preschoolers, children, and their families at Westwood Baptist Church. His or her responsibilities will cover three primary areas:

Church

Direct and oversee the church's ministry to Preschoolers and Children, working in concert with lay leadership. Areas of focus include:

Sunday School

Approved in Church Conference August 2020

Extended Session and Childcare
Children's activities and Special Events
Summer activities
Faith Development
Church Family Night Programming

Weekday Program for Preschoolers

Develop, direct, and oversee a weekday program for preschoolers.

Areas of focus include:

Hiring Teachers
Developing or selecting curriculum
Developing relationships with parents
Planning budget and tuition (in concert with Finance Committee)
Working with county and state authorities on all issues related to licensure

Before and/or After School Care for Children

Develop, direct, and oversee a weekday program for children either before school, after school, or both.

Areas of focus include:

Hiring Counselors
Developing program standards
Developing relationships with parents
Planning budget and tuition (in concert with Finance Committee)
Working closely with targeted elementary schools

The Minister to Children and Families will be a member of the Ministerial Staff of Westwood Baptist Church and reports to the Senior Pastor and Personnel Committee. Other duties may be assigned.