



## **ATCO BAPTIST CHURCH**

### **SUMMARY:**

Perform the weekly duties of a part-time Director of ATCO Kids. This position has the potential to develop into a full-time position. Ensure the children's department is a secure, nurturing environment where each child will see, hear, and feel the love of Jesus Christ and parents can feel confident their child will receive the highest quality of care and discipleship.

### **QUALIFICATIONS:**

- Must possess and exemplify a clear testimony of faith in Jesus Christ.
- Must agree with the statement of faith, doctrinal beliefs, and vision of ATCO.
- A relevant college degree is preferred.
- Experience in children's ministry of at least five years.
- Carry a good name and history from previous ministry positions and associations.
- Relationship and leadership skills that engage all families.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Items listed below of essential functions in this job description neither state nor imply that these are the only duties to be performed by this employee. Performance of other duties may be requested as necessary by the Pastoral Staff. The employee will answer to the Pastoral Staff for developing, planning, implementing, and reviewing the children's department policies to ensure quality care for children and good stewardship of ministry resources.

### **Responsible for:**

- Ensuring a safe, clean, and healthy environment for children to experience God on a weekly basis through the ministries of ATCO Kids.
- Fostering a partnership between the church and each individual family that encourages spiritual leadership both at church and at home.
- Developing and administering the children's Ministry (ages birth through 5th grade) through proper planning, programming, building and resourcing of teams, vision casting, and coordinating of events.
- Providing oversight to the various leaders, committees, and teams relative to the advancement of ATCO Kids.
- Developing and maintaining spiritual growth activities including, but not limited to: Sunday morning and Wednesday evening children's programming, Vacation Bible School, and summer ministries for children.
- Collaborating with the ATCO Groups Director(s) and children's Sunday School teachers to maintain and improve children's Sunday School ministries.
- Seeking and implementing new and relevant ways of bringing families, both inside and outside the church, closer together and closer to God.
- Being the lead administrator in the children's department, in subjection to the Pastoral Staff and in cooperation with program directors and volunteers.
- Making sure facilities are always aesthetically pleasing to parents and children.

- Serving as point of contact for new families with children.
- Assuming the lead in assimilation of new families with children in cooperation with the Pastoral Staff.
- Recruiting, training, and encouraging volunteers from the church for service in ATCO Kids.
- Maintaining a teamwork atmosphere by exhibiting the attitude of a team player.

**Other Professional Responsibilities:**

- Minister to, love, and spend time with your family.
- Do not forsake your own spiritual welfare.
- Operate in a fashion that is compassionate to all people and honorable to your family and God.
- Participate in staff meetings.
- Participate in bi-annual evaluations.
- Obtain weekly office hours deemed appropriate by your supervisor.
- Attend Sunday worship services and Wednesday evening activities.
- Tithe to the general fund of ATCO Baptist Church.
- Pray for ATCO and other staff members as we pray for you.

**\*\*Applicants can send their résumé to our lead pastor at [justin@atcobaptist.com](mailto:justin@atcobaptist.com).**