

Williamsburg Baptist Church

Position Title: Director of Family and Children Ministry

Employment Classification: Part-Time, Non-Exempt (20 hours per week).

Salary: \$18.00/hour

Benefits: This position will qualify for pro-rated leave per the WBC Personnel Manual and nine paid federal holidays.

Schedule: Flexible weekday hours; Sunday mornings from 9:15 am – 12:15 pm.

Scope and Objectives

The Director of Family and Children Ministry will collaborate with the Senior Pastor, Christian Education Council, Worship Council and WBC congregation as the lead organizer for programs pertaining to children, youth, and intergenerational community. The primary objective for this position is to lead the congregation in the cultivation of a safe and spiritually rich environment for all (especially children and youth) in accordance with WBC's vision and mission.

Supervision

- The Director of Family and Children Ministry serves under the direction of the WBC Personnel Coordinator with daily supervision by the Pastor in cooperation with the Christian Education Council and Worship Council.

Responsibilities

- Promoting an intergenerational church culture, advocating for the place of our children and youth throughout our congregational life;
- Policy development for children and youth programs;
- Oversee and coordinate all appropriate CDC guidelines to mitigate the transmission of infection diseases within the children and youth programs;
- Recruiting, training, and coordinating volunteers and leaders;
- Planning, coordinating, and implementing developmentally appropriate activities and programs for children and youth, including (but not limited to) holiday activities (e.g. Advent/Christmas, Lent/Easter, Trunk-or-Treat), VBS, Sunday School, nursery care, children's sermon rotation, and other Sunday Worship activities);
- Planning occasional mission/service projects with children and youth;
- Make recommendations to the Administration Council regarding employment and retention of Nursery Attendants and Sunday School Teachers and supervising the performance of their respective jobs;
- In conjunction with the Christian Education and Worship Councils, develop and coordinate all Christian education programs for children and youth;
 - Responsible for finding and purchasing theologically sound curriculum for Sunday School classes and for Children's Church.
 - Fills worship bags with developmentally appropriate materials for children for use during worship
 - Provides a weekly children's bulletin which is relevant to the weekly scripture passage.
- Serve as the church liaison and Chartered Organizational Representative for Boy Scout Troup 155 and Pack 100, hosted by Williamsburg Baptist Church.

Church Profile

WBC was founded in 1828 and is located near Colonial Williamsburg and the College of William and Mary. Our church can be described as liturgical in worship and moderate-to-progressive in theology and mission. We are LGBTQ+ affirming, social justice oriented, and rooted in the Biblical vision of God's liberating justice and peace. WBC seeks to develop a spiritual formation program where all ages can worship, learn, connect, and serve in ways that contribute meaningfully toward a lifelong faith journey.

Additional Requirements:

- Background check (including sex-offender registry) prior to official hire.
- Child Abuse and Neglect Training through VDSS (after hire).
- BSA Youth Protection and Chartered Organization Training (completed after hire).
- CPR and First Aid Certification (after hire, if not already certified).
- Verification of COVID vaccination