

Salt Creek Baptist Church



Children's Ministry Director
Application Packet

Dear Applicant,

Thank you for your interest in our opening. The Children's Ministry Director position is an integral part of our vision to reach families in the greater Dallas area. Our hope is that this individual will be able to recruit, train, and equip teachers to effectively disciple children preschool through 5th grade through our various children's ministry programs.

This position requires the ability to provide leadership to our Sunday morning and midweek children's ministries. Successful candidates will demonstrate knowledge of children's ministry standards and practices. Successful candidates should be able to demonstrate an ability to recruit & train volunteers and sustain ministry programs for an extended period of time. It is also important for this person to develop positive personal relationships within the church and the community. Candidates must be able to relate with all age ranges from children to teens, parents to seniors.

To apply for this position please complete and submit the enclosed application along with resume, prior to September 1st, 2021, to: church.office@saltcreekchurch.org. Our desire is to have this position filled before December, 2021. Allowances will be made for candidates who are still completing their education or presently serving in another ministry. Our anticipated timeline is as follows:

September	– Review Applications.
October	– Interviews & Reference Checks
November	– Hiring
December	– Work Begins

We look forward to hearing from you.

In Christ,

David Curtis
Lead Pastor

Children's Ministries Director

Hours: Half Time (20 hrs per week; 6 hrs doing ministry; 14 hrs preparing for ministry)

Staff Level: Administrative Staff

Accountable to: Lead Pastor

Overview:

The Children's Ministries Director will provide leadership for our children's ministries programs (Preschool to 5th grade).

Children's Ministry Duties:

- Create an inviting and safe space for children to meet Jesus and grow in their faith.
- Recruit & train volunteers for children's ministry programs (Sunday School, Children's Church, Kings Kids, & Vacation Bible School)
- Secure curriculum for children's ministries programs.
- Serve as member of CE Committee.
- Schedule and coordinate training opportunities for volunteers in family ministries programs.
- Submit and supervise a budget for children's ministries programs.
- Be present at children's ministries programs to support and serve as needed.
- Follow up with guests that attend family ministry programs and outreaches.
- Maintain children's ministry sections of website and database.
- Coordinate with staff and other leaders regarding children's programs.
- Communicate regularly with parents, volunteers, & congregation regarding children's programs.
- Ensure compliance with background check policies for children's ministry volunteers.

Additional Staff Duties:

- Participate in NABNW enrichment and training opportunities as time allows.
- Attend weekly staff meetings to ensure unity of vision and purpose.
- Additional duties as assigned.

Qualifications:

- Demonstrated abilities to teach children and coordinate adult volunteers.
- Have a four-year degree in a related field or commensurate experience.
- Be in agreement with statement of faith of Salt Creek Baptist Church and NABNW.
- Able to pass Salt Creek Baptist Church criminal background check.
- Position is subject to 6 month review and subsequent annual reviews.

Salt Creek Baptist Church
Application for Employment

Date: _____ Position Applying for: _____

Personal Information:

Name: _____ Phone #: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Employment History:

Please list last three jobs held (Most recent first)

- Previous Employer: _____
 Position(s) Held: _____
 Employed from __/__/__ to __/__/__ Skills used: _____
 Supervisors Name: _____
 Reasons for Leaving: _____
 May we contact this employer: Y / N

- Previous Employer: _____
 Position(s) Held: _____
 Employed from __/__/__ to __/__/__ Skills used: _____
 Supervisors Name: _____
 Reasons for Leaving: _____
 May we contact this employer: Y / N

- Previous Employer: _____
 Position(s) Held: _____
 Employed from __/__/__ to __/__/__ Skills used: _____
 Supervisors Name: _____
 Reasons for Leaving: _____
 May we contact this employer: Y / N

Education Background:

Please list schools attended (Most recent first)

- Name of School: _____
 Course of Study: _____
 Dates Attended __/__/__ to __/__/__
 Degree(s) Earned: _____

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 Course of Study: _____
 Dates Attended __/__/__ to __/__/__
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 Course of Study: _____
 Dates Attended __/__/__ to __/__/__
 Degree(s) Earned: _____

Questions:

- As a religious institution, it is required that all employees of Salt Creek Baptist Church maintain a Christian testimony. Please share your testimony below:

- Is there anything about your life that you would like to share that you think might damage your testimony or the testimony of the church?

- What skills and/or talents do you bring to this position?

- How has your previous work and/or education experiences prepared you for this position?

- Are there any parts of the job description or duties that concerns you?

- If offered the position when can you start?

- If offered the position do you authorize Salt Creek Baptist Church to conduct a criminal background check and a drug screening if deemed necessary?

References

1. Name: _____ Relationship: _____
Phone: _____ Email: _____
Address: _____
Best time to call: ___ daytime _____ evening

2. Name: _____ Relationship: _____
Phone: _____ Email: _____
Address: _____
Best time to call: ___ daytime _____ evening

3. Name: _____ Relationship: _____
Phone: _____ Email: _____
Address: _____
Best time to call: ___ daytime _____ evening

Permission to contact (Please check your preference below):

_____ I give Salt Creek Baptist Church permission to contact my references without prior approval.

_____ I do not give Salt Creek Baptist Church permission to contact my reference without prior approval.