First Baptist Church of Greater Des Moines  
**Director of Children, Youth & Family Ministries**  
**Job Description**

**Job Summary:** First Baptist Church of Greater Des Moines (FBC) leadership has identified Children, Youth and Family Ministries (CYF) as a critical area of ministry that is in need of rethinking and redevelopment. Our goal is to build a sustainable CYF ministry and a church culture that will embrace families with children from infant to young adult. The Director will be a natural leader who will work with staff and lay leaders to build healthy systems and create an environment that fosters authentic discipleship.

The FBC Children, Youth and Family ministries will:

- Light the Way to Life by Centering People on Christ.
- Support and reflect the overall mission and vision of FBC
- Be an integrated part of the larger church body
- Create safe relationships, a fun atmosphere while promoting a deeper connection with Jesus Christ
- Perceive other ministries in the community as opportunities for cooperation, not as competition

**Essential Job Responsibilities**

- Work closely with the Christian Education Committee to develop curriculum and implement key programs including Sunday school, Children’s Church, Wednesday night children and youth programs, and VBS
- Recruit, train and support volunteer leaders, teachers and helpers for all CYF ministries
- Provide leadership for recruiting, equipping and supporting VBS leaders, teachers and helpers
- Arrange for CPR, First Aid and Blood-borne pathogens training for key CYF volunteers and staff
- Develop and work with a Children’s Ministry Team (Birth-Grade 5)
- Develop and work with a Middle School Youth Ministry Team (Grades 6-8), and a High School Youth Ministry Team (Grades 9-12) to maintain and grow age-appropriate youth ministry programming for Sunday morning and Wednesday evening
- Work with the Youth Ministry Team(s) to develop, implement and lead Middle and High School Youth Ministry activities that include service opportunities, retreats, mission trips, and ABC youth leadership training
Cultivate a relationship with ABC camps. Secure camp dates, promote camp participation, coordinate and submit registrations, attend camp where appropriate, and recruit adult chaperones as needed.

- Be intentional about building relationships with parents of children and youth
- Create opportunities for lay leadership by recruiting, equipping and supporting parents, mentors and other adults to participate in this ministry
- Conduct background checks and keep records secure and updated for all CYF ministry volunteers
- Regular attendance in weekly staff meetings, Children’s Ministry and Youth Ministry Team meetings, Christian Education Committee and other meetings as needed
- Provide clear and regular communication with church staff, parents, youth and congregation through the weekly worship bulletin, Constant Contact, FBC website, etc.
- Network with other children, youth and family workers in the community
- Other CYF-related duties as assigned by the pastor

The ideal candidate will be expected to demonstrate the following:

- A vibrant faith, knowledge of the Bible and a strong public discipleship
- A passion for working with children, youth and families facing the challenges of living in a suburban setting
- Thorough understanding of the American Baptist theological tradition
- A passion for and ability to work effectively with children, youth and their families
- Demonstrated ability to work effectively, positively and cooperatively as a member of our staff
- Demonstrated ability to teach effectively with small and large groups. Must be comfortable presenting in a large group and work effectively with small groups
- Excellent leadership skills with the ability to work both independently and as part of a team
- Demonstrated ability to interact enthusiastically, graciously, and responsibly with people of all ages
- Demonstrated ability to creatively develop and lead programs and/or large group events
- Teachable, with a desire to grow in faith and skills
- Working knowledge of child development and current youth culture
- Demonstrated organizational/administrative skills
- Knowledge of and adherence to the policies of the Church
- Demonstrated ability to maintain absolute confidentiality
- Willingness to be a giving and communing member of the congregation
- Strong verbal and written communication skills
- Ability to utilize technology relevant to this position

**Education/Certification Requirements:**
- 4-5 years’ experience in CYF ministry with experience in leadership
- BA degree in Christian Education or a related field. ABC ordination or ABC seminary degree preferred
- Demonstrated ability to work with religious, cultural, ethnic and socio-economic differences
- CPR, First Aid and Blood-borne Pathogens certification within 6 weeks of employment
- Possess a valid Drivers License
- Pass Criminal and Driving Background Checks

**Working conditions:** The Children, Youth and Family Ministries Director position requires flexible hours, including evenings and weekends. The position is full time and salaried based upon forty (40) hours per week. At least 90% of the CYF Director’s work hours should be devoted to the duties described herein. The actual number of hours required during any given week are those needed to fulfill the responsibilities of the position. It is recognized that the schedule may vary at different times of the year.

**Accountability and Supervision:** The Director of Children, Youth and Family Ministries will be accountable to the congregation and its mission under the supervision and direction of the Senior Pastor in coordination with the Personnel Committee.