

# Wakefield Central Baptist Church

308 Proctor Street – Zebulon, NC 27597  
Phone: (919) 269-9512 Fax: (919) 269-5096

## Children's Activities Leader

### PRINCIPLE FUNCTION:

- To provide leadership in the planning, administration, and evaluation of Christian based activities for ages birth – 5<sup>th</sup> grade.
- To work in cooperation with the Children's Council, Child Care Team and Preschool Advisory Council in the planning, administration, and evaluation of Christian based activities for ages birth – 5<sup>th</sup> grade.
- To work in cooperation with the Pastor, other staff members, and leaders of church organizations.

### ADMINISTRATION AND RESPONSIBILITIES:

- Participate in meetings:
  - Attend Staff meetings and Church business meetings quarterly or as scheduled.
  - Member and liaison of the Children's Council, Child Care Team, and Preschool Committees.
- Work with Children's Council and Child Care Team on a long-range plan for WCBC Children's Council.
- Submit a budget request to the Budget and Finance Committee in June of each year. Upon approval by the church, purchase materials and equipment necessary for the implementation of children's programs.
- Keep an inventory of equipment and supplies in the children's divisions; see that basic supplies are always available and recommend purchase of equipment and repairs of children's facilities.
- Plan, implement, and evaluate Christian activities for children such as:
  - Spirit enrichment, retreats, outings, mission projects, outreach, visitation, and recreation. (see suggested activities section for more details)
- Be aware of current educational methods for children, promotion ideas and administrative techniques, utilizing them when appropriate.
- Work with Pastor to provide essential training experiences for those who work with children from birth- 5<sup>th</sup> grade. Encourage involvement for all workers in these training events.
- Work with Pastor and Sunday Morning Director to plan Sunday school programming and materials for Christian education for children from birth to 5<sup>th</sup> grade.

## **SUGGESTED ACTIVITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

- Plan and implement:
  - Coordinate with Children Church Leaders for Sunday morning worship services.
  - Seasonal children's programs (ie. Trunk or Treat, Mission Projects, Easter Party ect.) Work in conjunction with the Children's Council when planning these programs.
  - Activities for children birth to 5<sup>th</sup> grade and their parents. Work in conjunction with the Children's Council when planning these programs.
- Lead VBS in planning and implementing. Enlist and train workers and helpers.
- Communicate and publicize children's activities to church members and community, as needed.

## **CONDITIONS FOR EMPLOYMENT:**

- Recommended by the Personnel Committee and elected by the church with the support of the church.
- Compensated according to recommendation of the Personnel Committee and Budget and Finance Committee with the approval of the church.
- Work schedule will be for 20 hours weekly. This will consist of planning time, visiting parents and children, coordinating activities, and meeting attendance.
- Allowed a minimum of 1 (one) training event yearly to enhance professional development (amount not to exceed allocated budget per year as approved by senior pastor)
- Work will be supervised by the Senior Pastor who manages the staff on behalf of the congregation.
- All ministry staff should be supportive of Wakefield Central Baptist Church's affiliation with the Southern Baptist Convention and our adherence to the Baptist Faith and Message 2000 and the Danvers Statement on Biblical Manhood and Womanhood.
- Adhere to all church approved guidelines as set forth in the Wakefield Central Baptist Church bylaws, employee handbook/personnel manual, and all policy and procedure manuals. Adhere to the staff covenant.

Revised: November 4, 2024

Approved by Personnel Committee: November 4, 2024

Approved by Church: \_\_\_\_\_