CROSS TIMBERS
BAPTIST CHURCH

Children's Ministry & Preschool Director

CHURCH OVERVIEW

Cross Timbers Baptist Church's mission is to be disciples who make disciples. We are imperfect people, pursuing maturity, proclaiming Christ.

DUAL POSITION

This job description combines two part-time positions, which combined equate to full-time employment: Children's Ministry Director & Director of The SonShine Preschool (a ministry of Cross Timbers Baptist Church). The description for the Preschool Director is included at the end of this document.

CHILDREN'S MINISTRY DIRECTOR

The Children's Ministry Director leads and develops the church's ministry for children from birth through sixth (6th) grade. This role is responsible for creating a safe, structured, and Christ-centered environment where children are introduced to the gospel, grow in biblical understanding, and are prepared to transition into student ministry. The Children's Ministry Director will serve as an integral member of the staff.

The Children's Minister oversees all children's programming, including nursery, and builds a sustainable ministry through strong volunteer leadership and partnership with parents. This role provides hands-on leadership in both weekly ministry execution and ongoing development of systems, volunteers, and ministry environments.

REPORTS TO: Executive Pastor & Senior Pastor, with additional oversight from the elders (& Personnel Committee for first year).

POSITION STATUS: Part-Time (25-30 hours per week). Regular participation in Sunday morning and midweek children's programs, worship services and key church activities. Some evenings, weekends, and occasional trips required.

COMPENSATION: Salary Range: $30,000 - 35,000. Salary to be determined based on scope of experience.

RESPONSIBILITIES

- **Ministry Development & Programming**: Take primary ownership of the Children's Ministry with a clear age-appropriate structure that supports both early childhood and elementary environments through consistency, organization, and alignment with the church's overall mission and vision, utilizing systems and volunteer leadership, and regularly evaluate these systems.
- **Teaching & Discipleship**: Plan, coordinate, and oversee all Sunday and Wednesday children's activities, including child care, utilizing a curriculum plan that provides a balanced and comprehensive discipleship process that equips parents as the primary disciplers.
- **Volunteer Recruitment**: Implement a team of regularly scheduled adult volunteers. Establish clear expectations for child safety and consistent training.

- **Purposeful Events**: Oversee and lead all aspects of Vacation Bible School (VBS). Plan and coordinate additional events that support spiritual growth and family engagement (e.g. Fall Festival, group outings). Ensure events are clearly tied to the church's discipleship values. Start with a manageable number of well-executed events and expand over time.
- **Church-Life Integration**: Help children and families connect with the larger church family by providing opportunities that prepare & encourage children for corporate worship, to understand the building blocks of prayer, the concept of sin, forgiveness and salvation through Christ, and the importance of sharing Christ with others. Collaborate with the Youth Minister to smoothly transition children into the Youth Ministry.
- **Administration**: Ensure classrooms are prepared with materials or technology, staffed appropriately, and function effectively each week. Represent the Children's Ministry during staff meetings, church council and business meetings as well as attend other church functions. Maintain MinistrySafe © policies & procedures for all volunteers. Maintain secure check-in/check-out procedures and safe classroom environments. Create and successfully execute an annual Children's Ministry budget according to the church's policies and procedures.

QUALIFICATIONS

- **Spiritual Leadership**: The Children's Ministry Director should demonstrate a strong, personal and growing relationship with Christ. Meets biblical character expectations for ministry leadership. Affirms the church's statement of faith and Southern Baptist doctrine.
- **Education**: A Bachelor's degree is required. Some biblical or ministry training preferred.
- **Experience**: Prior experience working with children preferred (church, school, childcare, etc.). Experience organizing programs and leading volunteers strongly preferred.
- **Skills**: Strong organizational and administrative skills. Ability to lead and coordinate volunteers effectively. Consistent communication with children, parents, and volunteers. Attention to detail, especially in safety and logistics. Ability to create structured, dependable classroom environments. Good judgment and appropriate boundaries when working with minors.
- **Communications**: Able to represent Cross Timbers Baptist Church well through verbal, written and nonverbal communication.

KEY DELIVERABLES

- Develop and articulate a clear vision for what a child should understand, believe, and begin to live out by the time they transition into Youth Ministry.
- Design and implement a ministry approach that builds progressively across age groups, from foundational biblical knowledge in early years to increasing understanding, application, and ownership of faith in upper elementary.
- Ensure children are prepared for a successful transition into Youth Ministry, both relationally and spiritually.
- Evaluate ministry effectiveness based on consistency, engagement, and spiritual development—not attendance alone.
- Consistent, high-quality Sunday and Wednesday experiences.
- Consistent volunteer coverage without gaps.
- Stability and increasing participation within 6-12 months.

EXPECTATIONS

- Active membership (or willingness to become a member) of the church.
- Agreement with and support of the church's mission, vision, and values.
- Compliance with church safety and MinistrySafe © policies and procedures.

PRESCHOOL DIRECTOR

"The SonShine Preschool" is a two-day per week preschool for ages 2-4 that meets on Tuesdays and Thursdays at Cross Timbers. This is a transition role that will begin as an Assistant Director with plans to take over as Director at the close of the 2026-2027 school year upon the current Director's retirement.

COMPENSATION: $13,860 annually ($15 / hour @ 19.25 hours per week)

TRANSITION

- **Year 1:** Assistant Director / Transition Phase
  - Serve alongside the current Preschool Director to learn how the preschool operates.
  - Become familiar with: regular preschool rhythm & calendar of the preschool; structure & scheduling of staff & school; daily operations; policies; communications.
  - Assist with administrative duties & program oversight.
  - Build relationships with preschool staff & families.
- **Year 2:** Preschool Director
  - Assume full leadership of the preschool at the close of the 2026-2027 school year.

RESPONSIBILITIES

The Director is responsible for the following:

- **Finances**: The Preschool Director is responsible for developing the budget for each year based on enrollment; monthly accounting - payable and receivable; purchasing all items necessary for the school; payroll for teachers.
- **Education / Administration**: The Preschool Director must approve all curriculum for the school. The Director is responsible for enrollment; developing and maintaining a parent handbook each year; developing & revising policies and procedures to be reviewed with the staff.
- **Calendar**: The Preschool Director will hold chapel once a week; must plan and hold an open house each Fall; will plan and hold two special events each year (Christmas & Graduation programs); will market the school (ad in local paper, word of mouth, extra packets, etc.).
- **Employment**: The Preschool Director is responsible for hiring all of the preschool staff, training the staff, providing the staff with an employee handbook. The Director will maintain training for the staff in MinistrySafe © and CPR. The Director will have employee evaluations annually and provide various activities to show appreciation throughout the school year for staff.

INTEGRATION

The Director will create clear connection points and develop pathways for preschool families to connect with the church.