

Cleburne Bible Church

Children's Minister Search Team

Dear Applicant,

Thank you for your interest in the position of Children's Minister at Cleburne Bible Church. We appreciate your willingness to consider serving with us in this important ministry to children and families.

Enclosed are a job description and an applicant questionnaire. Before completing the questionnaire, please read the job description thoroughly so that you understand the responsibilities, expectations, and qualifications associated with the position.

After reviewing the job description, if you wish to pursue this opportunity, please complete the questionnaire and email it to **JobCM@CleburneBible.org**, along with your resume and any additional materials you believe would be helpful in considering your application. Please be sure to include the email address you prefer us to use for all correspondence.

Upon receiving your application, we will acknowledge its receipt by email. Your application will then be reviewed by our Children's Minister Search Team, and we will contact you regarding the next steps in the process as expeditiously as possible. Depending upon the team's evaluation, these steps may include an initial telephone conversation followed by a more extensive interview. We will keep you informed as the process moves forward.

We anticipate receiving a substantial number of applications from various sources. We intend to give each application thoughtful consideration and respond as expeditiously as possible.

This is anticipated to be a full-time position, with compensation commensurate with that of comparable children's ministry positions in churches of similar size. The specific salary will be determined through consideration of the selected candidate's education, experience, and qualifications. We hope to welcome our new Children's Minister sometime in the coming year.

Thank you again for your interest in Cleburne Bible Church. We are prayerfully seeking the person the Lord would have serve alongside us in this vital ministry.

Sincerely,

Children's Minister Search Team

Cleburne Bible Church

JobCM@CleburneBible.org

CLEBURNE BIBLE CHURCH

Children's Minister

Salary: Full Time - 40 hours / week

Areas of Responsibilities:

1. Personal Growth

Commitment to grow as a disciple of Christ
Prepared to share your faith journey with others
Disciple others as you grow in your personal walk
Accountable to staff assigned to your position and the elder board
Serve as a team member of the staff, supporting each member with encouragement and prayer
Attend CBC Ministry Staff meetings

2. Biblical Integrity

Maintain Biblical / Theological integrity for children's ministry
Evaluate and select curriculum, modify and edit as needed
Ensure worship instruction, Biblical instruction & a clear gospel is taught in all classrooms by trained leaders

3. Develop personal contacts with children and their families

Provide support, seek help, as needed for emergencies, hospital visits, etc.
Meet and greet families as often as possible.
Provide programs and counsel to families with children including parent training and resources as available

4. Supervision of Children's Ministry Staff & Volunteers

Delegate and evaluate leaders in children's ministry
Oversee recruiting, training, and shepherding of all Children's Ministry staff
Schedule CPR training for paid staff
Maintain a secure check-in system
Maintain current information in data base for children
Manage background checks, reference calls, and Ministry Safe training for all Children's Ministry staff and volunteer teams:

- Sunday Morning Bible study leaders/ volunteers for children's programming both service hours.
- Infant Nursery / Preschool Director part time position
- Children's Ministry Assistant
- AWANA Team
- Paid Nursery - Child Care Team
- Security Check-in / Greeting Team

5. Cast Vision and Set Direction for Children's Ministry

Plan and prepare for Children's Sunday School programs- both service hours,
Support Mid week AWANA program led by AWANA director
Support Small Group children's ministry support on Sunday evenings led by Preschool Director
Provide parallel. programming support for church wide events as coordinated with church staff & calendar
Set and monitor children's ministry budget
Maintain and update policies as needed - approved by elders
Communicate Children's Ministry vision and goals
Celebrate, encourage, and build relationships with each team

6. Facility Administration

Evaluate, report needs, and oversee the Children's Ministry classrooms
Oversee program equipment, and selection
Maintain & organize resources
Classroom transition preparation between programs
Coordinate playground upkeep & inspections with facilities team or volunteers

CLEBURNE BIBLE CHURCH

Children's Minister Search Team | Applicant Questionnaire

Thank you for your interest in serving as Children's Minister at Cleburne Bible Church. Please answer the following questions thoughtfully and candidly. We encourage you to be as thorough as you believe necessary.

Applicant's Name: _____

Preferred Email Address: _____

Telephone Number: _____

1. Tell us about your current situation.

We would appreciate getting to know you personally. Tell us where you currently live, about your family situation (including your marital status, if applicable), your present employment or ministry responsibilities, and anything else about your current circumstances that you believe would help us become better acquainted with you.

2. Tell us about your spiritual journey.

Please share your personal testimony of how you came to know Jesus Christ as your Savior. We would also like to hear about your subsequent spiritual growth and development, including the experiences and influences that have brought you to this point in your life and your interest in children's ministry.

We encourage you to be candid about your present spiritual life, including areas of spiritual victory as well as areas in which you continue to struggle and grow. We value spiritual maturity, humility, and transparency in those who serve together on our ministry team.

3. Tell us why you believe you are qualified to serve as Children's Minister at Cleburne Bible Church.

Having carefully reviewed the accompanying job description, please explain how your education, ministry experience, professional background, personal abilities, and spiritual gifts have prepared you for the responsibilities of this position.

We recognize that this is a challenging ministry with significant responsibilities. We would particularly appreciate specific examples from your past experiences that demonstrate your ability to lead, teach, organize, work with others, and meet the demands of this position.

Please feel free to elaborate on those qualifications and experiences that you believe would be especially valuable in serving the children and families of Cleburne Bible Church.

Additional space and attachments: For each of the three questions, you are welcome to use as much space as you wish. You may prepare your answers on separate sheets or in separate documents and attach them to your email correspondence with us at JobCM@cleburnebible.org.