



NORTH CONWAY BAPTIST CHURCH

Director of Children's Ministries

North Conway Baptist Church is in search of a qualified candidate to fill the full-time position of Director of Children's Ministries.

If you are interested, please send a resume to office@northconwaybaptist.com with the subject line CHILDREN'S MINISTRY APPLICANT. The deadline for resumes is February 15th, 2026.

Full Qualifications and Responsibilities.

I. TITLE: Director of Children's Ministries

II. PRINCIPLE FUNCTION

- a. The Director of Children's Ministry holds the responsibility for overseeing and managing the nursery, preschool, and children's department (birth–5th grade) at North Conway Baptist Church. The Director is tasked with developing, implementing, and promoting a comprehensive, age-appropriate discipleship program, while fostering relationships with children, their parents, and the surrounding community.

III. ACCOUNTABILITY

- a. The Director of Children's Ministry is accountable to the Senior Pastor for all responsibilities.
- b. The Director of Children's Ministry is ultimately answerable to the Personnel Team.

IV. RESPONSIBILITIES

- a. Serves as the coordinator for all children's programs, including but not limited to Wednesday nights, Sunday School, children's worship, summer programming, and special events such as Fall Festival.
- b. Assists with follow-up of all children and their parents who visit the church and attend children's ministry programs.
- c. Acts as the coordinator for paid childcare workers.
- d. Develops and implements policies and procedures to oversee all children's ministries.
- e. Collaborates with volunteer leaders to determine ministry goals and activities.
- f. Recruits, trains, and develops leadership for various classes and organizational structures for nursery, preschool, and children, including regular and ongoing training and planning meetings.
- g. Oversees Vacation Bible School.
- h. Promotes children's ministry within the church and the broader community. Prepares and manages the children's ministry budget.
- i. Serves on the Church Council as a representative for all children's ministries.
- j. Supports and empowers families in the discipleship of their children.
- k. Develops and implements outreach and support opportunities with Conway Elementary School.



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- l. Performs other duties as assigned by the Senior Pastor.

V. PERSONAL QUALIFICATIONS

- a. A dedicated Christian who has a clear profession of faith, feels the call of God to the ministry and to North Conway Baptist Church, and shows evidence of living a Spirit-filled life.
- b. A faithful member or willing to become a member of North Conway Baptist Church.
- c. A people person who is energetic, outgoing, and can work well with the Senior Pastor, staff, church members, people of the community, and denominational personnel.
- d. A communicator with excellent written, visual, and interpersonal communication skills.
- e. A multitasker able to plan, organize, and handle multiple, simultaneous tasks effectively and efficiently, with the ability to give attention to detail and accuracy while maintaining a professional, courteous manner.
- f. While not required, ministry training and paid ministry experience will be prioritized.

VI. COMPENSATION AND BENEFITS

- a. The Director of Children's Ministry will work 40 hours weekly, including office hours Monday through Thursday, 8:30 am to 5:00 pm, Wednesday nights, and Sundays.
- b. NCBC will provide the Director of Children's Ministry with office space, a computer, and all necessary equipment to fulfill their duties.
- c. As a salaried employee, the Director of Children's Ministry has access to all benefits, including sick leave and paid vacation.
- d. NCBC will provide a total initial pay package that can be divided by the Director of Children's Ministry for salary, insurance, annuity, and other benefits.
- e. The salary range for this position is \$36,000 to \$45,000.