

**“Creating vital congregations that make disciples of Jesus Christ who make disciples equipped to transform lives, communities and the world.”**



**Arkansas Conference of The United Methodist Church  
Conference Coordinator of Children’s Ministries  
Position Description  
July 12, 2018**

**Position Overview**

The Conference Coordinator of Children’s Ministries is responsible for promoting and strengthening the Children’s Ministries of the Arkansas Annual Conference by leading the Conference Children’s Council and District Children’s Coordinators to resource local church children’s ministries and leaders.

**Specific Responsibilities:**

- 1. Oversee the work of the Conference Children’s Committee**
  - Develop and implement a conference strategy to enhance children’s ministry in local churches
  - Oversee the content and use of [kidz@arumc.org](mailto:kidz@arumc.org)
  - Oversee Conference Children’s Ministry programs such as Beyond Conferences and Quest
  - Submit and oversee an annual operating budget for Conference children’s ministries
  
- 2. Create and Support Functioning District Children’s Leadership Teams**
  - Create, cultivate and maintain District networks of children’s workers
  - Provide technological and financial resources to support District Coordinators and Project Coordinators
  
- 3. Provide Resources and Training to Local Church Leaders of Children’s Ministries**
  - Connect leaders involved in local church children’s ministry through media and technology
  - Oversee the Conference Safe Sanctuaries policy
  - Offer training opportunities and resources to equip children’s ministry leaders to effectively communicate the Gospel to children in age appropriate and culturally relevant ways

**Demonstrated Skills:**

- Ability to work closely within a team atmosphere
- Ability to plan, coordinate, implement and finalize assignments
- Demonstrated ability to establish and maintain cooperative networks of colleagues

- Strong interpersonal, communication, facilitation and presentation skills
- Ability to work independently and with minimal supervision
- Excellent organizational skills
- Ability to use technology and social media
- Able to work with and within a budget as well as resource additional financial resources

**Qualifications and Experience:**

**1. Faith**

- Be a disciple of Jesus Christ who can articulate a call to children’s ministry
- Demonstrate a personal understanding of Wesleyan theology and United Methodist polity and a willingness to operate under each

**2. Education and Experience**

- Have a college degree or equivalent program experience in children’s ministry.
- Preferably have Certification in Children’s Ministry
- Three or more years in children’s ministry leadership

**Compensation, Personnel Policy and Accountability**

**1. Hours**

The Conference Children’s Coordinator is considered to be a ¼ time position on the Conference staff. Some travel time required

**2. Salary**

The salary is commensurate with education, training, experience and skills.

**3. Supervision**

The Director of Connectional Ministries supervises the Conference Children’s Coordinator