

First United Methodist Church

Sample Job Description

Position Description: Director of Children's Ministries

Accountability: reports to the Pastor and Administrator

Supervisory Responsibility: Children's Ministry Assistant, Nursery Coordinator and/or staff, Lighthouse Director (a volunteer), Mother's Day Out Director

Employment status: Full-time

FLSA Status: Exempt

Job Requirements

In order to further the mission of the church and for the sake of the gospel, the Director of Children's Ministries is responsible for developing and maintaining educational programs that will teach and nurture children (Birth through grade 5).

- A love for God and for sharing Christ and the Bible with children.
- Able to envision and develop a comprehensive children's ministry.
- Able to set priorities, initiate plans, and handle multiple tasks.
- Able to recruit and support a large number of parents and other volunteers.
- Have strong organizational skills and good communication skills.
- Able to establish and maintain good working relationships with a diverse group of parents, teachers, staff, and church members.
- Possess the sensitivity and flexibility to work with parents and children, including young children and children with special needs.
- Possess PC skills necessary for recordkeeping, communication, presentations, and other necessary functions.
- Willing to work irregular hours as sometimes required by seasonal programs, special events, etc.
- Agreement with the beliefs, mission, and values of the United Methodist Church.

Primary Duties

1. Develop, lead, and maintain all children's discipleship programs.
 - Coordinate and oversee the Sunday morning program for children through grade 6; i.e. select and develop materials and activities; and recruit, train, coordinate, and support leaders, teachers and other volunteers.
 - Select, coordinate and lead/assist a children's Wednesday night program.
 - Select, coordinate and lead/assist children's summer activities each year: camps, day camps, trips, and other outings.
 - Work with all ministry staff to select, coordinate, and lead special seasonal events, i.e. Advent, Lent, Halloween, etc.

- Select and train adults to not only be helpers but leaders in the children's department, so that growth in children's ministries is not limited by the talent and time of one or two persons.
 - Implement a program to assist parents with their role in the home of being spiritual leaders and teachers to their children.
 - Develop and carry out discipleship goals by grade.
2. Develop and lead children's outreach programs.
 - Work to reach children outside of our church by gaining their participation in Sunday morning, Wednesday evening other FUMC programs: continually research ways to appeal to unchurched children and to promote our programs in the community; provide financial assistance when needed and practical; and provide and coordinate transportation when needed.
 - Support and assist the afterschool care Director with children in grades 1-5: work with school counselors to select eligible participants; select and develop materials; recruit, train, coordinate, and support leaders, mentors and other volunteers; and provide and coordinate transportation when needed.
 3. Maintain a consistent flow of communication about our children's ministries.
 - Communicate regularly through the weekly newsletter, church bulletins, bulletin boards, mailings, etc., concerning programs, events, and successes.
 - Involve children with the full congregation regularly and in a variety of ways, such as sharing of communion, musical presentations, slideshows, skits, artwork, Christmas programs, and the like.
 - Report regularly on the plans and results of our children's programs at meetings of the Church Council, staff meetings, and meetings of the Staff Parish Relations Committee when requested.
 - Research and execute effective ways to reach and appeal to parents and children outside our church.
 - Give them simple ways to develop Faith Formation in their homes.
 4. Direct the operation of the church nursery supervisor.
 - Oversee the staffing of qualified workers, the nursery equipment and supplies, scheduling, and the overall operation of the nursery.
 - Oversee and serve as a resource for the director of the Mother's Day Out program.
 5. Manage the budget and resources of the children's department.
 - Plan and work within the annual budget for children's ministries.
 - Manage the use of monies in the Children's Memorial Fund.
 - Manage the church equipment devoted to children's ministries including supplies, classrooms, storage areas, the nursery, and sound and electronic equipment.
 6. Work for continual improvement.
 - Strive to keep informed of the latest "best practices" and to gain new ideas by attending seminars, workshops, conferences, visiting other churches, self-study or any means that prove to be effective.
 - Take part in conference opportunities for continuing education.
 - Reach out to your Conference District team to glean support and ideas.

Authority

The Director of Children’s Ministries has the authority to carry out and develop these ministry responsibilities in harmony with the beliefs, mission, and values of FUMC within the leadership structure of the church.

Standards of Performance

- After a 3 month “probationary” period, the Pastor will make an evaluation in cooperation with the Staff Parish Relations Committee.
- Thereafter, quarterly performance evaluations and annual evaluations may occur.
- The standards of faithfulness, excellence, effectiveness, maturity of attitudes, and spiritual maturity are expected.

I have had the opportunity to provide input into this job description. I understand its provisions; and I have received a copy.

(Signed) _____

(Dated) _____